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Our future sustainability – we value and protect our natural environment and look for opportunities to improve health, quality of life and the economy at the same time.

2. Would you change or add anything else to the 5 elements listed in the previous question? If so, what and why?

Please add your comment here...

3. To build a strong economy and encourage innovation in Ballarat, what are the **top 3** areas or projects Council should focus on in the next 4 years?

Please add your comment here...

4. To build a sense of creativity and the creative scene in Ballarat, what are the **top 3** projects or areas Council should focus on in the next 4 years?

Please add your comment here...

5. To protect and celebrate our heritage (including Aboriginal cultural heritage) in Ballarat, what are the **top 3** projects or areas Council should focus on in the next 4 years?

Please add your comment here...

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6. To build a healthy, resilient and supportive community in Ballarat, what are the **top 3** projects or areas Council should focus on in the next 4 years?

Please add your comment here...

7. To value and protect our natural environment in Ballarat and work to address the impacts of climate change, what are the **top 3** projects or areas Council should focus on in the next 4 years?

Please add your comment here...

8. Do you have ideas about what Council should focus on in the next 4 years that don't fit in to the categories in the previous questions? Tell us about them here.

Please add your comment here...

9. The Victorian government has developed the following health priorities. Organise them in order of priority for Ballarat (1 is the highest priority) *

▼ Tackling climate change and its impact on health

▼ Reducing injury

▼ Preventing all forms of violence

▼ Increasing healthy eating

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- Increasing healthy eating
- Decreasing the risk of drug-resistant infections in the community
- Increasing active living
- Improving mental wellbeing
- Improving sexual and reproductive health
- Reducing tobacco-related harm
- Reducing harmful alcohol and drug use

10. Of the following health and social issues, select the 5 that are most important to you? *

- Access to quality education
- Loneliness and lack of social connection
- Prevention of family violence
- Environments that promote active living
- Affordable housing
- Access to healthy, affordable food
- Homelessness

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- Employment
- Discrimination (related to disability, age, gender, race, identification as LGBTIQA+ etc.)
- Recovery from the COVID pandemic
- Mental health and wellbeing
- Problem gambling
- Community safety
- Climate change
- Alcohol and other drug abuse
- Other (please specify)

11. Are there any specific projects that you would like to see happen in your neighbourhood over the next 4 years? Please tell us what you would like to see happen, where and why.

Please add your comment here...

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Tell us about yourself

We collect information about your age, gender and background because it helps us to see if we have reached a broad section of the community. It also lets us check whether some groups have common ideas and thoughts. For example - young people aged 18-24 years might have different ideas to people aged 50+ years. By breaking down the information, we can develop programs or projects that respond to each of those groups.

12. What is your gender? * Male Female Non-binary Prefer not to say Self-described (please specify)**13. What is your age? *** 5-11 years 12-17 years 18-24 years 25-34 years 35-49 years 50-59 years 60-69 years 70-84 years 85+ years

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14. Do you identify as Aboriginal or Torres Strait Islander?

- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander
- No
- Prefer not to say

15. Do you speak a language other than English at home?

- Yes
- No

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16. Where do you live? *

- Alfredton
- Ballarat Central - Bakery Hill - Lake Wendouree (South), Newington
- Ballarat East - Eureka - Warrenheip
- Ballarat North - Invermay Park
- Buninyong - Rural South
- Cardigan Village - Bunkers Hill
- Delacombe
- Golden Point - Mount Pleasant - Canadian
- Lake Wendouree (North) - Lake Gardens
- Lucas - Cardigan
- Miners Rest - Mitchell Park
- Mount Clear - Mount Helen
- Rural East
- Rural West
- Sebastopol - Redan
- Soldiers Hill - Black Hill - Nerrina (South) - Brown Hill (West)
- Wendouree
- Other (please specify)

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17. Where did you hear about this consultation? *

- Council Facebook
- Council webpage
- The Courier
- Poster/sticker
- At a group that I am part of
- Email from a friend or network
- Email from Council
- Radio
- Other (please specify)

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Appendix D – Kitchen Table Conversation questions

Kitchen Table Conversation

Thanks for hosting a Kitchen Table Conversation. You can record the main points of your conversation on this form.

Please make sure you provide your email address to go in the draw to win one of five \$100 gift vouchers!

1. By 2031, we want Ballarat to be an even greater place to live. What is the most important initiative or priority for Council to work on over the next 10 years in order to make that happen?

2. What one project or priority do you think Council should focus on over the next four years?

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Tell us a little about who took part in this conversation

3. How many people took part in this conversation?

4. What were their genders? Select all that apply.

- Male
- Female
- Non-binary
- Self-described
- Prefer not to say

5. What were their ages? Select all that apply.

- 5-11 years
- 12-17 years
- 18-24 years
- 25-34 years
- 35-49 years
- 50-59 years
- 60-69 years
- 70-84 years
- 85+ years

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6. Where do participants live? Select all that apply.

- Alfredton
- Ballarat Central - Bakery Hill - Lake Wendouree (South), Newington
- Ballarat East - Eureka – Warrenheip
- Ballarat North - Invermay Park
- Buninyong - Rural South
- Cardigan Village - Bunkers Hill
- Delacombe
- Golden Point - Mount Pleasant – Canadian
- Lake Wendouree (North) - Lake Gardens
- Lucas – Cardigan
- Miners Rest - Mitchell Park
- Mount Clear - Mount Helen
- Rural East
- Rural West
- Sebastopol – Redan
- Soldiers Hill - Black Hill - Nerrina (South) - Brown Hill (West)
- Wendouree
- Neighbouring municipalities
- Outside of the region

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7. Please list the email addresses of any participants who would like to be updated with the progress of the Ballarat: Our Future process. We will be updating people with new opportunities to participate and sharing our report with everyone who provides their email addresses.

8. Any other comments?

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Appendix E – Group Huddle discussion questions

Group Huddle

Thanks for hosting a Group Huddle. You can record the main points of your conversation here.

Please make sure you provide your email address to go in the draw to win one of five \$100 gift vouchers!

Tell us a little about your group

1. What is the name of your group?

2. How would you describe your group (think about demographics, background, special interest)?

3. How many people are taking part in this conversation?

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Your thoughts and ideas

4. In late 2019, Council engaged with community about the Ballarat they wanted to see in the future. From that emerged Ballarat's Prosperity Framework with its five 'golden threads' that weave the future of Ballarat. They are:

Our appetite for innovation, entrepreneurship and technology – we adapt and respond to opportunities and challenges to build a strong local economy and a better life for all

Our innate creativity - we assist in the development and sustainability of the creative individual, businesses and sectors

Our heritage – we value and protect our heritage including our streetscapes, public spaces, stories, people and culture, including Aboriginal cultural heritage, and sense of place

Our future sustainability – we value and protect our natural environment and look for opportunities to improve health, quality of life and the economy at the same time

Our resilient and supportive community – we are a connected, healthy and compassionate community where everyone feels welcome and valued

Would you change or add anything else to the 5 elements listed above? If so, what and why?

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5. What are the key challenges for this group in the next 10 years? (Try to keep the list to 10 items or less)

6. What are the key opportunities for this group in the next 10 years? (Try to keep the list to 10 items or less)

7. What are the key projects or priorities Council should focus on in the next 4 years? (Try to keep the list to 10 items or less)

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8. Please note down the email addresses of anyone who would like to be updated with the progress of the Ballarat: Our Future process. We will be updating people with new opportunities to participate and sharing our report with everyone who provides their email addresses

9. Any other comments?

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Appendix F – List of services included in Points for Priorities

1. Access and inclusion

We work to ensure that the City is a welcoming, inclusive and accessible community, so that all people experience equity and inclusion as they live, work, learn and explore Ballarat. This includes people of all abilities, cultural backgrounds, genders and sexual orientation.

2. Ageing Well**3. Animal management**

Operation of Council's pound, registration of animals, registration of animal businesses, pet ownership education and provision of Ranger services.

4. Aquatic services

Our aquatic centres and water parks.

5. Arts and culture

Council provides arts and cultural opportunities for all ages including live performances, exhibitions, events, public art and workshops. We also oversee the planning and operation of arts and culture facilities.

6. Children and family services

Council provides access to a range of health, education, care and support services for children and their families including the Maternal and Child Health (MCH) service, kindergartens and supported playgroups. We also provide community facilities where other services co-locate to deliver programs that support young children.

7. Climate change

Council develops and delivers Council policies, strategies and projects that help to reduce greenhouse gas emissions and minimise the adverse impacts of climate change.

8. Community development

Support for community to meet their goals and aspirations, including neighbourhood planning and engagement and community grants.

9. Community safety

Council plays an important role in building safe environments and building stronger, more connected communities. To do this, we work in partnership with many organisations, including Victoria Police.

10. Emergency management

Council contributes to city-wide emergency planning and preparedness for fire, flood, storm and heat events.

11. Environment

Council develops and delivers strategies, projects and services that protect and enhance the City's diverse natural ecosystems and native plants and animals.

12. Environmental health

Ensuring our food premises and personal services businesses meet standards for safe service.

13. Events

Provision of a diverse range of community events, including the Begonia Festival, Heritage Weekend, Winter Festival and Summer Sundays.

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14. Health and equity

Developing strategies and partnerships to improve health and social conditions in the City.

15. Intercultural services

Supporting our diverse community and promoting the sharing of culture and development of community harmony.

16. Libraries

The City of Ballarat provides library services across three branches including outreach services, early years and adult programs, assistance with technology as well as a great collection of books.

17. Local laws

Enforcement of our local laws, including parking laws.

18. Parks and gardens

Maintaining and improving our many parks and gardens.

19. Planning and development

Council provides collection and disposal services to households for general waste, green waste and recycling, as well as education about these services. Our Transfer Station also provides for the disposal of green waste, hard waste, recycling and chemical waste.

20. Supporting local business

Promote the City as a great place for business investment, advocate on behalf of local businesses, support local economic development and provide business networking opportunities.

21. Tourism

Supporting and planning for Ballarat's key role as a tourist destination.

22. Waste and recycling**23. Youth Services**

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Appendix G – List of infrastructure included in Points for Priorities

1. Arts and cultural facilities**2. Aquatic facilities****3. Ballarat animal shelter**

The Ballarat Animal Shelter (BAS) provides a support network and housing for stray, lost and injured animals, as well as promoting educational assistance to the Ballarat and regional surrounding community. The shelter has the capacity to hold up to 250 animals and works closely with other councils, schools, community and disability programs, the RSPCA and dog behaviour experts to ensure that we provide the highest industry standard of care for our animals.

4. Buildings and facilities

Planning, construction and maintenance of community buildings and facilities across the municipality, including community halls and community hubs.

5. Libraries**6. Major facilities that promote tourism or regional events**

Facilities that encourage tourism and the delivery of major events in the City, including Mars Stadium and the Eureka Centre.

7. Roads, drains, bridges and footpaths

Planning, construction and maintenance of roads, drains, bridges and footpaths across the municipality.

8. Sport and recreation facilities

Planning, construction and maintenance of facilities such as ovals, courts, pitches, pavilions.

9. Waste management

Infrastructure to manage waste and create innovative ways to reduce waste going to landfill.

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Appendix H – Special interest group feedback

Ballarat African Association

The Ballarat African Association Inc. is a non-profit, non-political, non-religious, and charitable membership organisation. The purpose of the Association is to support and uplift Africans and African Families in Ballarat and Ballarat Region; to promote issues pertaining to social and cultural connectedness within the community; and actively seek solutions to challenges faced by members of the community.

Priorities for the Association can be summarised as:

- Members of the African Community in Ballarat would love to see more intellectual property and traditional cultural expressions relating to Africans across Ballarat. This might, for example, include curated story telling that showcase the contributions of African-Australians, street and public space-naming to actively indicate that African-Australians are part of the fabrics (social, etc.) that make Ballarat a great place to live, work and play.
- As a Council, there is a need to push for more industries (manufacturing and other technical concerns) to be localised in Ballarat. This will improve the desires of young people to continue to live in Ballarat.
- Our people desire to have a community business precinct similar to Footscray market, where the burden of rates are distributed to become bearable as well as subsidised.
- There is a strong desire for a community intercultural garden or space, where there can be intellectual expressions of tradition and culture. This, we believe, can be readily achieved if stronger focus and emphasis are placed on purposefully co-developing the Len T Fraser intercultural garden.

Ballarat Renewable Energy and Zero Emissions (BREAZE)

BREAZE is a local group of energetic, forward thinking people who are organising more resilient and sustainable ways of living. Eight members submitted priorities as part of the Day of a Thousand Conversations.

As a priority in the next 10 years, they identified a Ballarat community net zero target by 2030 - as implementation of Action 5.4 Empowering Communities of the Carbon Neutrality 100% Renewables Action Plan.

In the 4-year Council term, improving the scope, implementation and accountability for the Carbon Neutrality 100% Renewables Action Plan was identified as a priority. Specifically, the group outlined the need for a budget with clear allocation of funding that is appropriate to the declared climate emergency, regular monitoring and reporting on outcomes, and ensuring all Council departments include climate change in the planning and delivery of services.

Ballarat Specialist School

Ballarat Specialist School is comprised of two Ballarat campuses and offers services for students with multiple disabilities including intellectual, physical and sensory impairments. A class 21 students (12 and 13 years old) provided their ideas about what would make Ballarat a better place to live. Ideas can be summarised as:

Better access to facilities and activities

- More wheelchair-friendly places – playgrounds, bowling alley, dance club, ice skating, access to Lake Burrumbeet
- Signs with pictures
- Technology that would connect with reading glasses to tell you what you could see or where you are like a visual map

Recreation facilities and activities

- More playgrounds
- More jumping castles
- Outdoor car racing
- Outdoor/Drive-in cinema
- Trampolines (like an Xtreme Bounce but outdoors)
- Farms like Donegan's Farm
- Mini golf
- A recreation area with a swimming pool, water park and mini golf all next to each other

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- Horse park
- More concerts featuring local kids
- Tours of old buildings
- Rock climbing facility
- Water parks

Shops

- More saddle shops
- More pet shops
- Donuts and milkshakes
- Another Wendy's ice cream shop
- Shops that don't run out of things

Other facilities

- Bigger emergency room

Buninyong and District Residents Association

The Buninyong and District Residents Association is a group of volunteer residents and others who have an interest in preserving the character and the heritage of the village as well as promoting Buninyong. The Association aims to:

- provide representation for the Buninyong community
- provide a forum for the community to discuss and address matters of local interest
- provide a link to/liaison with the City of Ballarat and other statutory bodies and groups
- develop and present submissions on issues of local importance
- promote and participate in activities for the betterment of Buninyong
- promote local tourism and business

Priorities for the Buninyong and District Residents Association can be summarised as:

- Buninyong by-pass for heavy vehicle traffic
- Town beautification, specifically a Warrenheip Street upgrade including addressing safety concerns
- Ensuring completion of the Buninyong Township Planning process
- Advocacy around protecting the village feel of Buninyong
- Mount Helen, specifically designing any Greenhill Road development with the environment and green wedge concept prominent, and otherwise maintaining the green belt separating Mt Clear from Mt Helen and Mt Helen from Buninyong
- Protection of the significant koala habitat
- There is widespread disillusionment within the Buninyong community that the Township Planning process that generated much enthusiasm, participation and momentum a couple of years ago has been stalled. A Ward Councillor recently stated that this is "not a high priority for Council". Instead we are invited to further rounds of consultations towards vague objectives such as "neighbourhood character studies" which we are told must precede any Township Plan. The words sound good, but the lack of action and progress is disheartening.
- A Township Plan must clearly state what the concept of "the village feel of Buninyong" means and how this will be achieved. Recently there is concern that Buninyong's greatest asset, Mt Buninyong, may be placed under threat of destructive and unsympathetic development. We would like to see Council take action to build into planning schemes and regulations protection for this iconic natural wonder.
- There is talk of a Master Plan for Buninyong Botanical Gardens. We would like to see this progressed with the full participation of the community in the concepts and design for the gardens.
- In addition to the heavy vehicle by-pass mentioned above, attention to traffic safety and calming generally through Buninyong is an issue. Specifically, we would like to a slip lane for entry and exit from the cemetery completed and consideration of a treed median strip in Warrenheip St. We realise that some of the issues above fall outside of Council jurisdiction (e.g. the by-pass), but we ask for Council's support and advocacy as we engage with the appropriate authorities.
- Buninyong is seen as a gateway to Ballarat from Geelong and the South West. The major roundabout and streetscapes are in a very shabby state. We ask that council devotes time and resources to creating a gateway that it as attractive and well maintained as that on Victoria Street, the gateway from Melbourne.

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Ballarat Climate Action Co-op

The Ballarat Action Climate Co-op is comprised of 28 students aged between 12 and 22 years. They meet to discuss concerns regarding climate change and arrange events to raise awareness of this issue. They made a submission as part of the engagement process. The group's input can be summarised as:

- Net zero emissions by 2030: adoption of a whole-of-LGA approach to reaching net zero emissions. Council's Carbon Neutrality Plan is all about Council emissions, not community emissions
- More bike paths, particularly around school zones
- Commit to street trees in every suburban street in Ballarat. Fast track the Greening the City Plan to have 40% tree canopy coverage before 2040
- Council to give more guidance to individuals and businesses on how to lower emissions
- Council to provide guidelines for carbon neutral urban housing
- Council to lobby the State for more battery storage and electric vehicles including electric buses and rubbish trucks
- Promote the transition away from gas by removing gas from new developments and making new homes not dependent on gas
- Revitalise underutilised public gardens and parks

Ballarat Aboriginal Community at the Ballarat and District Aboriginal Cooperative (BADAC)

A consultation session with Aboriginal community members at BADAC. Forty-seven community members attended, and feedback is summarised below.

Priorities for the next 10 years:

- More schools and roads
- Free camping grounds around the Ballarat city
- Free parking near Bridge Mall
- Aboriginal museum/education centre
- Continue to build and work on meaningful engagement and new initiatives with the Aboriginal community
- Education Centre/Museum on Aboriginal History - somewhere people can go to learn about colonisation to have a better understanding
- Would be great to see more of the Aboriginal culture displayed in this fantastic city
- Continue to build respectful and meaningful relationships with Aboriginal people. See representation of Aboriginal culture within our community such as street art, gathering places, knowledge sharing
- Do a project on elevating the stories about the history of the Stolen Generation Mob in Ballarat
- Gathering place for our Stolen Generation Mob (Potentially at Ballarat Orphanage)
- More identified roles for First Nations People. This could include areas such as the arts Council, education, health and social developments. Funded training and "Step up" programs for candidates
- I would like to see a statue in Sturt St, remembering and acknowledging the Stolen Generations.

Priorities for the next 4 years can be summarised as:

- Community inclusion
- Aboriginal awareness/education
- Aboriginal cultural activities and engagement in schools and community groups
- Parking issues, especially in support of our elderly.
- Build stronger connections between communities - teach and learn history workshops
- Provide more education to schools and workplaces on cultural awareness #changethedate
- Continue to build respectful and meaningful relationships with Aboriginal people. See representation of Aboriginal culture within our community such as street art, gathering places, knowledge sharing
- Truth-telling project on Ballarat's colonial history
- Decrease traffic in city
- Arts, both visual and digital - looking more at grassroots artists from around the state
- I think it would be great for Ballarat to have an option for Ballarat residents and visitors to have something that represents Aboriginal people, so people can choose an Aboriginal experience when visiting etc.

Council infrastructure priorities (in order of priority) were:

1. Roads, drains, bridges and footpaths
2. Arts and cultural facilities

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3. Buildings and facilities

Council service priorities (in order of priority) were:

1. Youth services
2. Children and family services
3. Ageing well
4. Community safety

Other feedback included:

- Too many playgrounds without toilets
- Outdoor basketball courts/half-courts are great, and were very well used during COVID
- Waterpark for Alfredton Reserve
- More fun elements at Ballarat Aquatic and Leisure Centre such as water slides (Melbourne and Geelong have these)
- Better, more convenient parking out front of services
- Current parking isn't inclusive i.e. Discriminates against people, in particular seniors, who carry cash and can't use, or don't have, technology or tech skills
- Build accessible, vertical gardens in public spaces
- Partnerships with Neighbourhood Houses
- Public transport/bus service needs to be improved

Ballarat Community Garden

The Ballarat East and Brown Hill Community Gardens are made up of local community members who are avid gardeners or beginners who are wishing to learn how to grow their own produce. They are a not for profit organisation who promote organic and sustainable gardening practices. Across the two sites, over 80 people took part in the Day of a Thousand Conversations process. Seventy per cent were female, 30 per cent were male, and participants ranged in age from 35 to 84 years. Members of the community garden would like council to focus on the following areas:

Priorities over the next 10 years (in order of importance):

- Community health and wellbeing
- Recycling/reuse
- Liveability
- Active ageing
- Environmental sustainability
- Food security
- Climate change
- Circular economy

Other priorities included:

- Active transport
- Food forest
- Inclusion
- Fruit tree planting in open spaces
- Productive Gardening Strategy
- Reconciliation and recognition for Aboriginal and Torres Strait Islander people
- Urban Food Forest Strategy

Priorities over the next 4 years, specifically at the Garden (in order of importance):

- Some permanent infrastructure
- Electricity
- Accessible toilet with change table
- Concrete slab in the shed
- Upgraded kitchen
- New shade sail
- Play equipment
- A swing for seniors

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They would also like us to improve the amenities in the garden. They have asked for:

- accessible toilets
- permanent infrastructure
- electricity
- concrete slab in their shed

Ballarat Friends of Ainaro Community Special Committee (BFAAC)

Ballarat Friends of Ainaro Community Special Committee is a committee of Council that aims to auspice, promote and strengthen the relationship between Ballarat and Ainaro (Timor-Leste). The Committee held a discussion as part of the Ballarat: Our Future engagement process at a meeting on February 15, 2021. Eight people (4 male; 4 female) aged 25-70 years took part in the conversation. Their key feedback was:

- It is important to keep the wonderful work of the intercultural committee going so that people are welcomed into the Ballarat Community. The BE KIND thinking is such a positive welcome.
- We believe that it is highly important to support BFAAC. The City of Ballarat has a Friendship Agreement in place with the Municipality of Ainaro. We have a Strategic Plan and accompanying Action Plan which is a five-year document. This is what we work to with the people of Ainaro. The delegation from Ainaro, about this time last year, proved highly successful giving supportive information and listening to the needs of the people so that we as a City can continue to walk beside our Ainaro municipality in support and understanding.
- BFAAC is connected to a number of other groups including schools and universities in the community who work with us to implement the Strategic Plan. I believe this is a strong aspect of how BFAAC connects with other like-minded groups to get the work done. We appreciate the Chairperson being a Councillor and recently have truly benefited from having administrative support from currently Lisa Collins as well as her predecessors.
- Timor-Leste is part of our cultural identity in Ballarat. Even though there are only a few Timorese families living in Ballarat, our City has provided extensive support over a period of time and in particular during the turbulent days of pre and early independence. This goes back to the 1970s.

Ballarat Working Together and the Western Victoria Online PAG

Ballarat Working Together and the Western Victoria Online PAG are a disability-focused peer action group in Ballarat and greater Western Victoria. They made a submission via the Day of a Thousand Conversations process.

Key challenges for this group over the next 10 years can be summarised as:

- Sustainability of their meetings
- Connecting to the wider community
- The Western Vic Online covers such a vast area, if people don't have access to the internet then the group can't communicate properly with them
- Better communication options so people can stay connected
- Funding to continue their program
- Transport to get to their meetings
- Better relationships with local and surrounding councils

Key opportunities for this group in the next 10 years can be summarised as:

- Partnership with community through Neighbourhood Houses
- Partnership with Leisure Centres
- Partnerships with sporting organisations
- Lobbying for better transport facilities
- Promoting leadership in the community through training supplied by their group
- Bringing awareness to their program and getting more people involved through mainstream access and bringing more opportunities for people in the community

Key projects or priorities Council should focus on in the next 4 years can be summarised as:

- Health and wellbeing at the Ballarat Aquatic Centre. Bring back open doors to all people
- Better transport and accessibility all over Ballarat
- Social events for people with disabilities

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- Accessible toilets around Ballarat
- Change bluestone gutters and put a hump on it so wheelchairs can get over them (like they did in Bendigo)
- A mobility map for Ballarat. An electronic one also for phones.
- A chairlift into the pools at the Ballarat Aquatic and Leisure Centre
- Better drop off point right at the front door of the Aquatic Centre (drive in and drive out)

Buninyong Bowling Club

The Buninyong Bowling Club has been in operation since 1872 and has 122 members. The Buninyong Bowling Club has made a submission to the engagement process and have been very specific in their request to improve the Bill Innes Green. Their request is as follows:

- Fully excavate and remove the Innes Green on Inglis Street boundary
- Install surrounds drainage to accommodate surface and sub-surface water run-off from the Buninyong Botanic Gardens
- Install new foundations and drainage for the new synthetic green
- Install a new synthetic green
- Install new seating and shade provision around the new green
- Install new paving around the new green
- Install lighting around the new green

Central Highlands Prevention Network

The Central Highlands Prevention Network is comprised of a group of professionals working in local governments, health and other community organisations across Central Highlands with a particular focus on health and wellbeing planning and/or health promotion. Eight members prepared a submission as part of the Day of a Thousand Conversations.

This group stated that 'inclusion' should be included in the 'resilient and supportive community' Golden Thread.

Key challenges to health and wellbeing in the coming ten years were identified as:

- An ageing population is leading to increased prevalence of dementia.
- Food security - access and income. This will be impacted by COVID related payments and un/employment
- Climate change and its impact on food production.
- Mental health and its impact on and intersection with healthy eating and active living
- How do we become a multi-faceted health promoting city? How do we make healthy choices the easy choices?
- We will continue to increase social media and remote platform use in the future, how do we balance this with social connection, considering its strong correlation to health outcomes.
- Social connection is also interrelated with population growth and access to services.

Key opportunities for health and wellbeing in the coming ten years were identified as:

- Designing infrastructure for health, promoting inclusion, access and social connectedness
- Reduced time commuting being an opportunity for time to be commuted to healthy activities
- Placement of products and businesses that promote healthy eating and active living
- Universal design and inclusion for all, including environmental design. Universal design benefits all residents and workers, with a specific focus on the aged, people with a disability, culturally and ethnically diverse people
- There are opportunities to deliberately build in mechanisms to hear the voices of those that are often not heard
- Using a health promotion, sustainability and prevention lens to local issues such as food insecurity
- Ballarat4Kids provides a great opportunity for there to be a prevention and early intervention focus

Key priorities and projects for the next 4 years include:

- Equity - minority groups, access to services, accessible environments, health promotion
- Obesity prevention
- Continued focus on environments and infrastructure that promote health for all ages and abilities
- Health and wellbeing in contracts, tenders and all policies
- Continued focus on Aboriginal and Torres Strait Islander reconciliation and multicultural inclusion

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- Communicate the benefits of major events and projects and the impact on health and wellbeing
- Ensure a balance between supporting growth and maintaining our spaces and heritage
- Continued and meaningful engagement with residents via partnerships, advisory groups and forums
- Food security and promotion and support of local food systems
- Reduce the number of pokie machines

Commerce Ballarat

Commerce Ballarat is comprised of business leaders representing the Ballarat business community's interests.

Twelve members developed the following priorities on behalf of the group:

- Completion of Mair Street Upgrade - second stage
- Completion of Link Road - stage 2
- Opening Bridge Mall with a slow one-way road, from East to West
- Increasing the price of all-day parking in the CBD - to disincentivise people parking there all day and blocking the parks needed for turnover for our businesses
- These recommendations are about getting the right traffic movement through our CBD to support our small to medium sized businesses

Disability Advisory Committee

The Disability Advisory Committee is an advisory committee to Council that aims to improve access and inclusion for people with disabilities. The Committee took part in the Day of a Thousand Conversations process at their February meeting. Nine community members took part in the process.

Key challenges and opportunities for this group over the next 10 years can be summarised as:

- NDIS has resulted in choice - people wanting to do different things with life, so plenty of places need to be accessible and accepting
- Want to see Ballarat as a key destination for accessible tourism/accommodation. An inclusive city for everyone
- Climate change – very little public water available, little shade and few cooler places for residents to go. Ballarat's population is ageing, and we need active planning around these spaces. Need more seating at bus stops, throughout the town. Without such considerations, it creates a situation where people are reluctant to go out
- Sustainability of Ballarat – investment in solar panning to light up areas to make them more accessible. Creative ways to keep people connected – COVID was a great example of the need for this
- Footpaths – during COVID we could exercise close to home, but there are no footpaths where I live. As the population ages, it is too difficult if surfaces are uneven to use public services. Need to make living in community easier; footpaths, increased seating and shade and shelter
- Transport – need to be able to walk to the local bus stop and need seating and shelter when I get there
- Need connected infrastructure - issue the challenge to Council that 'joining dots' becomes part of the planning process. People need to know what it is like to have a disability and where they can't get around. Things may be considered 'comfort' items for some people, but they are necessities for a lot of us. New developments must have footpaths and bus stops, but no requirement for seating, bus shelters etc.
- Mobile connection – hearing-impaired people often rely on mobile phones rather than land line to use text messages. It is important to have a good reliable mobile connection. Need reliable access in case of falls, injury or illness
- Work opportunities for people of all abilities. Council should become a leader in this space and understand that there are different types of disabilities

Key priorities and projects for the next 4 years include:

- Priority access for people of all abilities with every new or retrofitted project
- Accessibility is not just ramps or wheelchairs, as not all disabilities are visible
- Council culture – looking at projects that have been done without inclusivity. We have a Disability Access and Inclusion Plan, and this should be used for every project that Council does. Need to be part of the mindset of the organisation. Need to activate the Plan and let people know it's there. For example: The Plan should be part of staff induction. Perhaps provide a poster with pictures of people with disabilities that officers need to remind themselves who needs to use the service etc.
- Sensory rooms in infrastructure – Ballarat should be a leader in this space

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Extinction Rebellion

Ballarat Extinction Rebellion (Ballarat XR) is the local branch of a global organisation who are fighting to have the government act more strongly to prevent climate change by means of non-violent civil disobedience. They submitted feedback as part of the Day of a Thousand Conversations and raised the following issues:

- Set up a Citizen's Assembly on climate that can consult with experts and the public and take the burden off the Councillors to implement a rapid solution to combat climate change
- Improve public transport and invest in smaller, electric buses to reduce greenhouse emissions
- Review the Ballarat Housing Scheme to ensure houses are built to the highest environmental and energy efficiency standards
- Create an energy efficient town by installing solar panels on roofing and throughout carparks and selling the energy to local business
- Plant trees and revegetate cleared areas of the township to create habitat for native wildlife

Federation College Intermediate

Federation College is a branch of Federation University. It looks to prepare students to enter higher education, employment or in engagement activities. Students from the Intermediate VCAL class took part in the Day of a Thousand Conversations. The group was made up of 14 students aged between 16-18 years, 4 of whom were male and 10 were female. They discussed key concerns amongst the group and areas that they would like council to focus on improving. Some of the main areas of focus were:

- Youth engagement and education
- Improved public housing and community safety programs
- Improve accessibility around our streets for the physically impaired
- More employment opportunities
- Improved public transport
- Creating a more inclusive and supportive city for LGBTIQ+ community
- Encourage youth to become more engaged and active
- Parent education programs
- More services/support for those with drug/alcohol dependency issues
- Foster a more inclusive city for the CALD community through education and awareness
- Improved support services for mental health issues
- Create a safe city

Filipino Australian Association of Ballarat

The Filipino Australian Association of Ballarat has a membership of around 100 families for a total of 350 people. Eight working group members (five female and three male) developed a submission for the engagement process on behalf of the members. Feedback can be summarised as:

- Development of a community hub or drop-in centre for cultural groups and new arrivals.
- The construction of the Intercultural Garden that has been a priority of the Intercultural Advisory Group for more than 7 years and already has a master plan. This needs to be linked with the Ballarat Brass Band building to allow use of both indoor and outdoor space.

Food is Free Inc

Food is Free Inc is a community, grassroots, volunteer-led food security and education not-for-profit. The organisation has supported the Ballarat community to access fresh nutritious food for over six years and building community diversity, inclusion and cohesion. Seven members compiled the following feedback as part of the Day of a Thousand Conversations.

Key challenges for this group over the next 10 years can be summarised as:

- Financials (it always comes down to money with not for profits - but sadly it's the truth!)
- Space (we've outgrown ours) and have intentions to expand to allow us to do so much more for our community
- Council support from all departments, and issues with sharing space with other tenants
- Money for marketing

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Key opportunities for this group over the next 10 years can be summarised as:

- Community development programs - collaborating with at-risk groups to bring about change
- Much more regarding education programs - workshops/courses/skill shares etc.
- Growth - we have 70 volunteers at present and will easily grow to twice that once programs are in place
- Potentially employment opportunities for employing staff and enhancing skills
- Increase in visitors due to workshops/further promotion of sites etc.
- Many more fundraising opportunities to ensure a sustainable financial future for us

Key projects and priorities for the next four years can be summarised as:

- Community welfare
- Health & safety
- Environmental responsibility
- Creative industries
- Support for welfare agencies/not for profit/charities
- More health facilities - extra hospital/more doctors etc.
- Community development programs for diversity/at-risk groups

Friends of Canadian Corridor Incorporated

The Friends of Canadian Corridor Incorporated (FOCC) is a group of community members who work to protect and re-establish the habitat for native flora and fauna throughout the Canadian corridor. The FOCC took part in the Day of a Thousand Conversations and provided the following feedback:

- Completion of the development of the Living Corridors Strategic Plan and fully implement its activities, in particular the protection of the biodiversity assets in the Eastern Ranges wildlife or bio link corridor
- Completion and implementation of the Yarrowee River Master Plan, including the inclusion of the additional six southern creeks of the Canadian Creek system into the plan
- To complete the implementation of the final stages of the Koala Plan of Management first started in 2008. This would include the implementation of the Koala Plan of Management implementation Committee and koala monitoring, education, habitat restoration, street signage and speed limits and koala-trained wildlife staff.
- To develop and implement a ‘Habitat Tree Protection Policy and Practices’ to keep habitat trees within the City of Ballarat safe from damage and removal
- To implement shared walking and cycling trails along and connecting the Eastern Ranges (including Woowookarung Regional Park) with the Canadian Creek Trail. To advocate and support extensions and rerouting of the Goldfields Track between Mt Buninyong and Nerrina via the Eastern Ranges.
- To advocate for and support the incorporation of biodiversity-important land such as the old Commonwealth Rifle Range into the Woowookarung Regional Park.
- To support the establishment of the Bunny Rail Trail between Eureka and Mt Clear with future extensions to Buninyong.

Ingenia Lifestyle Parkside

As the owner, developer, and operator of the future Ingenia Lifestyle Parkside on Eleanor Drive, Lucas, Ingenia consider it important to have a voice in setting the community’s priorities over the next four years. Ingenia Lifestyle Parkside will soon be home to approximately 425 seniors in a community of 250 dwellings. Ingenia also note there is another seniors’ lifestyle community currently under construction (Lifestyle Lucas) which, once complete, will be of a similar size as Ingenia Lifestyle Parkside. Therefore, a growing senior population is expected in Lucas within the next four years. This influx of seniors into the Lucas area should be considered and prioritised by Council as part of future Council spending for the community.

Key priorities were identified as:

- Include Seniors exercise equipment within Lucas Central Park: Lucas is a growing suburb with hundreds of new dwellings to be constructed over the next few years. Ingenia submit that Council’s budget should provide for the installation of a seniors specific exercise equipment park at Lucas Central Park. It is acknowledged that Lucas Central Park is a newly developed park and appears to cater relatively well for general public use. However, with an increasing population of seniors over the next couple of years, who will all live within walking distance from this park, it is important this parkland evolves to cater for the

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immediate population in the area. Therefore, a seniors' exercise park, similar to the one recently installed at Mt Pleasant Reserve, is considered to be an excellent community asset for Lucas in the future.

- Include a community garden at Lucas Central Park: After great success experienced by the community garden located behind the Wilson shopping centre, Ingenia suggest Council consider another community garden at Lucas Central Park. A community garden at Lucas Central Park will be better located for the seniors population of Lucas, being walking distance from two large lifestyle villages.
- Provide bus route and bus stop on Eleanor Drive, Lucas: With an influx of approximately 1000 seniors into Lucas in the next few years it is important Council consider this population demographic when providing new bus routes and bus stops. Seniors are often significant users of public transport and use public transport connections to access services and support existing local business. A bus stop in close proximity to Ingenia Lifestyle Parkside on Eleanor Drive, Lucas will provide suitable transport connections for a growing population within this community.

Koori Engagement Action Group

The Koori Engagement Action Group is an advisory committee to Council that is comprised of members from Aboriginal and Torres Strait Islander backgrounds and from various professional bodies such as Victoria Police and the Ballarat and District Aboriginal Cooperative. Six members made a submission on behalf of the group.

Key projects and priorities for Council to action include:

- The City of Ballarat's Reconciliation Action Plan – the most important thing is that the plan is actioned. Accountability of the Council in achieving the Reconciliation Action Plan (RAP) deliverables.
- There is a gap in Ballarat Aboriginal Information – a need for Cultural Centre to be established in Ballarat for tourism and education purposes. There's nothing really in Ballarat. We need to honour the local area, the Aboriginal history and continuing Aboriginal and Torres Strait Islander cultures. Establish a Cultural Keeping Place.
- Continue to build on relationships within the Aboriginal and Torres Strait Islander community.
- Establish a place that honours the Frontier Wars.
- A memorial and acknowledgement of the Stolen Generations in Ballarat especially since Ballarat has its own unique history with Stolen Generation members housed in the children's homes and orphanages and the intergenerational trauma caused by these government policies continue to affect community members. A broader awareness and understanding of this aspect of our past is required by the whole of the Ballarat community.

Napoleans Enfield Landcare Group

Napoleans Enfield Landcare Group is a group of volunteers taking on landscape change in a sustainable way since 1997, on public and private land in the City of Ballarat and Golden Plains Shire.

Eight members wrote a submission on behalf the group as part of the Day of a Thousand Conversations process.

Under the sustainability Golden Thread, they made the following comments:

- This thread should encompass the promotion and protection of biodiversity in the City of Ballarat, and refer to waterways, specifically the reduction of effluents and pollution in the Yarrowee river

Key challenges for this group over the next 10 years can be summarised as:

- Ageing membership of Landcare groups and attraction of new members
- Funding for the projects we voluntarily undertake
- Lack of a dedicated Sustainability/Environmental department at the City of Ballarat and lack of Council support for biodiversity in the area
- There are no facilities for Landcare groups to store equipment and tools etc. needed for public planting days

Key opportunities for this group over the next 10 years can be summarised as:

- Increase public awareness and the engagement of local people in caring for their environment and biodiversity
- Extend and enrich local biodiversity

Priorities for the next four years include:

- Deliver the Yarrowee River and Tributaries: River Corridor Master Plan priority projects

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- Revegetation along waterways and providing Biolinks - corridors for wildlife where possible
- Support and promote the protection of biodiversity in rural and urban areas. Gardens for Wildlife Ballarat is an example of a local group protecting and promoting urban biodiversity
- Support the diverse range of environmental groups operating locally
- Greater emphasis on creating and maintaining walking tracks and bike trails to cater for the already large and growing numbers of residents who use them, and less money spent on new sporting facilities for which Ballarat is already well catered

Spotlight on Sebastopol Community Reference Group

The Spotlight on Sebastopol Project has a Community Reference Group which is made up of approximately 12 local community leaders. The group met on four occasions between November 2020 and February 2021 discussing local priorities and exploring projects and opportunities that continue to improve Sebastopol. In February 2021 the group agreed to submit the following five Sebastopol based priority areas for consideration as part of Council's Ballarat: Our Future engagement process. They are:

- Deliver a new Community Hub in Vickers Street (replacing the existing Sebastopol Seniors Citizens Building)
- Continue to implement significant tree planting in Sebastopol as part of the Urban Forest Strategy
- Implement projects from the Yarrowee River Masterplan
- Continue to deliver projects at MR Power Park as part of the reserve's masterplan implementation process
- Explore, advocate for and deliver streetscape improvements along Albert Street / Midland Highway in Sebastopol.

Youth Council

The City of Ballarat Youth Council took part in the Day of a Thousand Conversations in February 2021.

- Sustainability and a resilient and supportive community were noted as the 'Golden Threads' that resonated most strongly with the group. They added in 'better connected communities' and stated that these need to be priorities now, not just into the future.
- Key challenges for young people and Ballarat were summarised as:
 - Transport problems - getting to and from places easily
 - Mental health - access to free and confidential services and services for primary school-aged children
 - Climate change
 - Homelessness
 - Gaining independence, needing permission for everything - from Council, parents, teachers and others
 - Unemployment
 - Safety and high crime rate
 - Prejudice - against young people, people with disabilities
- Key opportunities for young people and Ballarat were summarised as:
 - More opportunities to learn about Aboriginal culture and history - not just focusing on the wrongs committed against Indigenous people but their rich history
 - Opportunities to engage a more diverse voices in decision making and events
 - There are plenty of programs that help young people develop creative skills. There are opportunities to engage young people in paid roles to use these skills.
 - Opportunities to learn how to better work with people living with autism.
- Key projects or priorities for Council to focus on in the next 4 years were summarised as:
 - Mental health in young people, including primary school-aged children
 - More meaningful and paid opportunities for young creatives
 - Homelessness – Identifying what support is most crucial
 - Promoting equality and inclusion - including for Aboriginal and Torres Strait Islander people, people with disabilities, people identifying as LGBTIQ+ and people from diverse cultures
 - Prioritising sustainability
 - Bridging the gap between older and younger generations
 - Represent the views of young people, including primary school-aged children

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Other recent engagements**Children's Consultation Report**

The City of Ballarat conducted an extensive children's consultation in October and November 2020. One hundred and forty-eight children aged between two and 13 years participated by providing written submissions via Council's My Say page or in hard copy, and by visual storytelling. Feedback from the children can be summarised as a need to:

- be included in decision making and community engagement
- feel safe, no matter what neighbourhood they live in
- have access to well-maintained parks, playgrounds, lakes and amenities
- be a part of a friendly, welcoming and inclusive community

Youth Consultation Report

In September 2020, City of Ballarat conducted a planning session with our Youth Council to prepare for the Municipal Public Health and Wellbeing Plan. The main topics covered were climate change, mental health and how the two can be inter-related. Suggestions were made about how the City of Ballarat can help tackle climate change:

- Storm water collection – more of our big stadiums and green spaces should use the example of the [Water Square in Rotterdam](#) which has facility for skate parks and basketball courts in dry periods but can also collect enormous amounts of storm water runoff which could be used on neighbouring green space
- Green cities – Vertical gardens and plants on buildings in the city - without taking up the space a tree would. Working with nature rather than as two separate elements of green space and buildings. The merging of the built environment with the living elements must be good for mental health - it feels more welcoming and probably improves air quality
- Create more public vegetable patches like Food is Free Green Space or green strips (verges). As backyards get smaller and houses bigger, bring the gardens into the front and utilise the space, share produce with our neighbours. These can be a viable option to promote healthy eating.
The group also discussed issues that youth have gaining mental health assistance and raised the following:
- Lack of mental health workers - Need more mental health workers to come to this area to live and work. Wait times to see an appropriate mental health worker are far too long to be effective, often 3 months or more. Research shows people moving to regional areas to work but returning to the city as they find it isolating to work here.
- Affordability and access – limited access to free and low-cost mental health providers. There is more availability through private practitioners, but at \$100-\$200 out-of-pocket expenses to see a psychologist, this becomes inaccessible for young people who are students or on low incomes. More complex mental health issues are often referred to specialists in Melbourne.
- Lack of specific and low-cost mental health workers – As a young person on low income who has had to seek mental health advice, there are a large number of psychologists in Ballarat. But once you reduce these down to ones which specialise in youth issues, and then to those who will subsidise your visit, and out of those only a few will look at a mental health plan, you are then left with only 1 or 2 options. So, the waiting periods are very long and by the time you see them you may have different issues or the issues are in the past and you don't feel like talking about them anymore. Even if you have a mental health care plan in place it may not be free to access further advice.
- The discussion also touched on how creating green spaces can improve people's mental health with researching confirming that forest therapy is beneficial for both mental and physical wellbeing.

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Appendix I – Community Conversations in the Park summary notes

Brown Hill

Priorities for the next 10 years:

- Traffic management - better safety for pedestrians, cycle paths
- Low-cost or free health & wellbeing activities in accessible, safe and inclusive spaces - improve mental & physical health
- Work towards youth employability through workplace training and assessment
- Community hubs/centres - Places to find information, to connect and to learn. Easy access, free, parking, diverse offerings, cater to changing demography
- Employ honest upper management that don't rip ratepayers off

Priorities for the next four years:

- Sensitive building development with safe access to existing roads
- Off-leash dog park at rear of Brown Hill Oval (near Wallaby Track)

Other comments:

- In the 'Golden Threads' there is no mention of education. Suggest a city that values and celebrates education right throughout life, is actively engaged in lifelong learning (informally, formally, promotion/information distribution). Council role as promoter/information distribution point.
- Bring the Council webpage up to date - specifically mentioned the Community Groups contact/information pages
- Improved/more recreational activity on east side of Ballarat
- Council takes a long time to deliberate, and when/if action finally happens, the end result is usually "below par"
- Sensitive development - restriction of subdivision of blocks into multiple (high-density) residences, consider traffic management and safety prior to subdivisions
- Brown Hill Local Area Plan (LAP) needs to be completed
- Off-leash fenced dog park in Brown Hill

Council infrastructure priorities were (in order of priority):

1. Roads, drains, bridges and footpaths
2. Aquatic facilities
3. Buildings and facilities

Council service priorities were (in order of priority)

1. Environment
2. Ageing well/Community development (equal second)

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3. Waste and recycling/climate change/aquatic services (equal third)

Ballarat East

Priorities for next 10 years:

- Do up significant buildings
- Develop more as tourist destination
- More performing arts-centric events that generate income for businesses and artists
- People generally love public open spaces - hoping for parks to be protected and maintained so the community has safe spaces that can encourage them to be active

Priorities for next four years:

- Maintaining current environment
- Mental health & wellbeing of community members through participation in low-cost or free activities, offering social connection, contribution to community to optimise and improve personal wellbeing
- Variety of housing spread throughout neighbourhoods and suburbs
- Station Southside - develop an homage to Phoenix Foundry, with an example or two of their locomotives running short tourist trips on weekdays and holidays
- Supporting growth of city - sustainably, environment, diverse community, maintain character

Other comments:

- Improve retail in Ballarat East

Council infrastructure priorities were (in order of priority):

1. Major facilities, tourism or events/Arts and cultural facilities (equal first)
2. Roads, drains, bridges and footpaths
3. Ballarat Animal Shelter

Council service priorities were (in order of priority)

1. Access and inclusion
2. Community safety
3. Events/Tourism (equal third)

Buninyong

Ideas for Buninyong:

- Good cycling paths that connect locations across Buninyong and surrounds

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- Safe crossing points from the major bike track particularly over the highway at the main roundabout in Buninyong
- Improved toilet facilities at De Soza Park to accommodate community gatherings and large events. Ones that are easy to clean and are difficult to damage
- More game shops
- Bring the community together in different ways
- Hold more free events in the park

Ideas for Bridge Mall:

- Add colour and more trees
- Have cool cafes dotted across the mall to bring people in
- Revitalise it

General ideas:

- Recycling bins in more locations

Delacombe

Priorities for the next 10 years:

- Wiltshire Lane traffic volume too great!!
- Portable pump track
- More trees for shade
- Increasing activity area
- Trash and treasure to former Cattle-yards site or Victoria Park
- Dog park at Doug Dean Reserve (fenced) – impact of COVID-19
- Tram track on old Saleyards railway corridor
- Bring back Cab Fest!!!
- Water park at Doug Dean Reserve
- More things to do in the Doug Dean Reserve i.e. distance markers, info signage for artefacts and natural environment

Projects and priorities over the next four years:

Ideas for Delacombe

- Larger skate park like the one near Barkly Square
- New larger basketball court
- Drink taps near the teen area/ skate park

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- Cinema
- Water park
- Area for skating – solid concrete area for scooters, skates etc.
- Mobile skate ramps
- Big trees and shrubs at Doug Dean Reserve

Ideas for Ballarat area

- Flipping gym
- Indoor Skate Park
- Skate park in Sebastopol
- Hold an Inside Ramp Fest event
- Parkour
- Promote dog parks because people still allow dogs to be off lead at the lake which is a risk to wildlife.
- Aim to create a future where Ballarat is hi tech
- Better public WIFI in town as the car park app doesn't work well with public WIFI
- Retro games
- Footpaths for riding

Ideas for Lake Wendouree

- Using bollards instead of high lighting to reduce light spill and impact on nocturnal animals/ seasonality especially where possums live
- Moving fireworks to View Point where there is less wildlife
- SpringFest – minimise impact on grass as it increases the risk to wildlife as more will cross the road. Hold Spring Fest in the North Gardens and use the west-side area as a picnic zone. Hold less functions at Lake Wendouree and activate the North Gardens Reserve instead/ find locations away from waterways. Spread out activities like is happening for the Begonia Festival.
- Don't close off parts of Lake Wendouree for events. Leave it open for the community to enjoy. Create quiet zones instead.
- Support volunteers or employ someone to look after the wildlife and share their information with the public.

Council infrastructure priorities were (in order of priority):

1. Roads, drains, bridges and footpaths
2. Aquatic facilities
3. Animal shelter

Council service priorities were (all equal)

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- Access and inclusion
- Aquatic services
- Events

Miners Rest

Priorities over the next 10 years:

- Implementation of components of the Miners Rest Township Plan, which was adopted by Council in December 2019.

Priorities over the next four years:

- Sports precinct planning (including flood mitigation) and the commencement of delivery of some parts of the precinct in the next 4 years
- Enhancement to the existing Wetlands, including attention to overgrowth of vegetation increasing the risk of snakebite during the Summer months
- Greater connections between the newer subdivision areas and the older township settlement
- More enhancements at the Community Park, including a refresh of the existing BMX track and a new Aquatic play facility
- Requirement for flood mitigation works
- Fenced dog park

Council infrastructure priorities were (in order of priority):

1. Roads, drains, bridges and footpaths
2. Sport and recreation facilities
3. Aquatic facilities

Council service priorities were (very similar rankings):

- Waste and recycling
- Ageing well
- Children's and family services
- Supporting local business

Alfredton

Not enough attendees for a summary of ideas

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Appendix J - Project ideas: Infrastructure

Third hospital
Waste to Energy Project
School buses used for transport during the day
Permanent indoor rock climbing or ice-skating rink
Formalise mountain bike trails
Bus loop taking people to key destinations
Yarrowee Creek through Sebastopol Yuille Wetlands upgrade
Sturt Street tram or light rail service - could go from City to Lake and also out to Federation University and Sovereign Hill
Expand the use of the airport into alternative areas such as aircraft maintenance and storage, in collaboration with TAFE
A safe accessible railway Station with adequate free parking, toilets and a lift
Household food waste collection
Expand train line (to Lucas, Warrenheip, Delacombe)
Traffic lights corner Skipton St and Hertford St
Traffic lights corner Skipton St & Rubicon St
Traffic lights corner Latrobe St & Wiltshire Lane
Another major lake. Options include upgrading Lake Learmonth or creating a new lake in currently undeveloped areas
Footpaths in every street
Intercultural Garden for multicultural performances and flag raising ceremonies
Aboriginal Cultural Centre to hold ceremonies, deliver cultural awareness programs, learning packages, share arts and culture initiatives
Dedicated space for Aboriginal truth-telling in a very public space such as Lake Wendouree. Berlin is an example of truth telling in public spaces via signage, symbols, memorials - honest, uncomfortable but respectful and pervasive. Use English and Wathawurrung signage.
Use English and Wathawurrung/Dja Dja Wurrung signage
Manage traffic from Alfredton/Lucas down Sturt Street
Close Lydiard St. gates off both sides and relation bus stops all around the station and put cafes in
Put power lines underground instead of destroying trees
Care for our regional parks that are close to Ballarat (such as Creswick, Woowookarung etc.) and limit development near these areas by creating a buffer zone.
Complete the link road along Dyson Drive
Consider other types of infrastructure such as overpasses for Dyson and Remembrance Drive and Sturt and Gillies Streets.
Another Hockey pitch at Prince of Wales Park
Trees are not planted (new subdivisions) until properties are built-on and occupied to avoid vandalism and inadequate maintenance
Water park in Buninyong
Address school traffic near Damascus and Emmaus schools
Develop Bridge St Mall into an entertainment and restaurant hub
Buninyong Bypass
Use of electric buses half the size of existing buses
Level crossing gates restored and operational
Free car parking in the city centre
Advocate for high speed rail

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Ensure all sporting venues can cater to every level of sport participation, from elite (international) through to junior level
A monitored young-persons hub that is open 24 hours a day
Improve Water Street streetscape as an entrance to Ballarat
Improvements to Daylesford Road to manage traffic in new housing area of Brown Hill
Disability access to every facility
A salt-water pool for those with chlorine allergies
A dog swimming facility
Continued work to address Coles carpark and Bridge Mall safety concerns
Much greater investment in updating the electricity network to allow for more renewables
Train to the airport
Domestic flights out of Ballarat
New or upgraded library for Wendouree
On-call buses
Traffic lights at Cuthberts Road/Sturt St/Dyson Drive in Alfredton/Lucas
Creswick Road near Mars Stadium to be paved and trees planted. A proper car park should be developed at the old John Valves site for sporting events at Mars Stadium
School bus service for urban children as well as country kids
Aboriginal Monument erected in the Heart of Ballarat not hidden away followed by further permanent Aboriginal statues/structures to showcase our existence in Ballarat
Include accommodation, eateries and residences in the Bakery Hill upgrade
Open up the Mall, improve parking and set up as a gastronomical hub
More special-needs playgrounds or facilities (such as We Rock the Spectrum or Made Museum) into Ballarat
Improve facilities at the Ballarat community garden to enable it to reach its potential as a hub for community participation in gardening.
Pedestrian crossing near Sebastopol library
Traffic lights installed at Victoria/Bridge St roundabout
Start the refurb of the central library. Increase the square metres of the tiny Wendouree library. Imagine a city with a boutique library in the centre of Ballarat and substantial libraries in the North, South, East & West of the City. Is the Eureka flag stars a model on which to base locations?
Look at the Wollongong Cycling Strategy and maps as a model of promoting active travel and recreation
Promote cycling by projects such as interest-free bike loans, free bikes for people on health care cards, safe bike storage options all around the town, clear bike lanes, safer roundabouts
Roundabout design to have a cycling lanes all the way around, and do away with concrete kerbing that forces cyclists into the path of vehicles (such as at the Pleasant St and Wendouree Pde roundabout)
Aboriginal monument erected in the heart of Ballarat
Tourist cycling route - CBD up Eureka street and up to Mt Warrenheip with the cupcake shop on Eureka street, Mill Antiques and Kryal castle en route but the road up to Warrenheip is very potholed and could do with resurfacing.
The Link Road connection to Midland Hwy
Improve mobile phone coverage, much of the Lucas area is compromised by very limited mobile phone cover. I am told that many (in the Lucas area) are not able to communicate via mobile phone inside their home
An area of Ballarat dedicated to youth with a one-stop entertainment and assistance facility. For example, a whole street or warehouse section with places like paint ball, Timezone laser tag, go-karting, indoor sporting facilities, extreme bounce, parkour etc. Also provide job seeking services and other similar assistance.
Improvements in the Yarrowee drainage basin.
Complete the Yarrowee River Master Plan including all the small creeks in the Canadian Creek basin accompanied by the ongoing expansion and building of living corridors with the city plus the implementation of the urban forest stagey with unground works.

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Urgently set aside land for parking at Lucas Primary/Sienna Primary school to ensure the safety of the students, parents and staff
Creek walkway/park facilities linking Macarthur Park and old Miners Rest. This must include flood mitigation works
An internationally recognised sporting precinct
Work with our Aboriginal community to develop a healing space
Build a library at Delacombe Town Centre
Marty Busch Reserve upgrade to include toilet at BMX track and canteen facilities
Airport emergency hub
Monorail to connect north south east west with connections to university, library and shopping centres
Connecting green corridors like creek lines and the Woookarung regional park
More hockey pitches, including at least one Olympic standard pitch
Placing a walking bridge over the railway tracks to link Brown Hill to St Francis Xavier primary school/Mt Xavier golf club to ease congestion in Fussell Street especially around school drop off/pick up time. Footpaths may also need to be created from the bus interchange up to the footbridge allowing students to walk from the interchange, about 500 metres.
Light rail from Bonshaw around to Lucas and through to the Ballarat Station
Carngham Road needs to be widened sooner rather than later into a two-lane road, as does the Glenelg Highway, Dyson Drive and Learmonth Street. And in the east Water Street/Daylesford road needs widening.
Create an additional hospital or day procedure clinic at the saleyards site
Library in Lucas
Divert water into Lake Learmonth.
Make Miners Rest BMX track bigger and safer
Beautification of all the streets around our waterways (Yarrowee River) and drainage system along Anderson St west & east. Bendigo's drainage system runs through their gardens in town and gives a feeling that you are in a European city
Bike track running alongside the train line from Wendouree station to the Ballarat station. The space is there as one of the train lines has not been used for years and people could then cycle from Lake Gardens/ Alfredton to town and feel safe being off the main roads. Also people from the centre of town could ride their bikes up to the lake.
Ballarat needs a central Youth Activation Space: a space, whether dedicated or integrated, for young people to share their skills and interests with their peers, develop their entrepreneurial and creative skills, make new social connections, participate in youth led events, volunteer and take up leadership opportunities. An activation space for young people to actively facilitate and participate in activities as they envision them and as these benefit their career and life goals as well as health and wellbeing
New animal shelter.
Flood proofing the streets around the Miners Rest Primary School
Quality built and inspiring children's playground, inspired by nature. I reference Royal Park Nature Playground in Melbourne and also the Gateway Sanctuary Nature Playground in Geelong for inspiration.
An international standard athletics facility
Transport infrastructure to support electric and driverless vehicles
Ballarat bypass: clean up all the messy native trees along the Western Highway near Ballarat, keep the grass mown, add some modern facades to all the overpass bridges to update their appearance. Run a professional photo competition to get some photos of Ballarat greatest attractions. Place these on billboards along the Western Highway in Ballarat
Review parking system in the CBD
Arranmore Estate wetlands are over grown and create snake-bite risk: need to be cut back
A dedicated off-road Bike Path Network (Gregory St, Giles St and Learmonth Rd as priority)
Tram network (use Heritage Trams to complete loop around Lake Wendouree and modern trams on Sturt and Howitt St)

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Try to create different industrial hubs where similar companies can work and strengthen each other, compete with each other and work together where needed. For example an agri business hub, a transportation hub, an engineering hub etc
Solve traffic congestion and parking issues resulting in less pollution by implementing a Cycling strategy
An updated waste facility with a tip shop, commercial grade composting facility which can handle food scraps, and full recycling facility including glass.
Aboriginal Cultural Centre that can become a place where tourist visit and learn about Australia's hidden history
An expansion of the gardens perhaps spread out to the War Memorial
Enhancement of the Civic Hall facilities to enable more theatrical productions and South Street competition events
Develop community hubs with free facilities for creative activities, with special areas for children and young people to develop their ideas - including in the performing arts
Miners Rest sporting complex
Arts community centre: attracting artisans in residence, teaching
Indigenous Centre for art, storytelling, exhibition and education
Expand the Art Gallery of Ballarat
Live Music Strategy
Make some central Ballarat Streets traffic free
Move powerlines underground to protect trees
Indigenous-inspired play and garden areas for all to learn from and enjoy
Indigenous food plant garden and nursery in Botanic Gardens precinct
Continue Yarrowee Creek redevelopment from Eastern Oval to Leith Street Bridge
Build on the North Gardens sculpture park
Aboriginal Art Gallery
Upgrade the Observatory
Develop the Humffray Street school into community housing
Involve Wathaurong Aboriginal Corporation in decision-making about water quality and management in the Yarrowee and its tributaries
Commence a program of undergrounding ALL powerlines in the CBD quadrant - the heritage area bounded by Eyre St and Mair Street
Another indoor swimming and fitness facility in Ballarat to cater for growth
Add an indoor/outdoor cafe to Ballarat Civic Hall
A demonstration edible garden in Sturt Street
Bike lanes that are separated from motorists and pedestrians along major routes such as Sturt Street
A bigger central library - perhaps at the Sturt Street end of Bridge Mall - with expanded computer access and an auditorium plus community meeting spaces - with adjoining park, playground and cafe like the Geelong library
Toilets for those using mountain bike trails at Black Hill
Upgrade of sporting facilities in lesser known sports to assist their sustainability and growth. e.g. croquet, pétanque, disc golf
Extension of Black Hill mountain bike trails
Change bus timetables to improve access and extend hours of operation
Improve access to the Ballarat Hospital
Exercise equipment through/around Victoria park
Extend and connect our bike paths: Skipton Rail Trail is great, bike path to Windemere is great, path to Gong Gong Reservoir is great, the Buninyong bike path is great - but they don't connect to anything.
Clean up Yarrowee Creek and extend the walking trails along it
Remove pine trees from Black Hill Reserve and replant with more appropriate native species.

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Invest in the lake and trails to create more interest there - arts activations, make it swimming friendly and put in a beach or invest in the trail infrastructure to get more of our citizens walking and riding - create inspirational art along the way with local artists to different our trails from those in other destinations. Use them to tell our stories of heritage and future aspirations.
Turn Victoria Park into Ballarat's Central Park - mow and slash, use Central Highlands Water recycled water to green the park year-round
Recreate the Yarrowee River system
Solar farm
Replicate the Mornington Transfer Station/Secondhand shop model
Re-wild the Yarrowee River including bringing it above ground between Mair and Steinfeld.
Rewild Canadian and Gnarr Creeks.
Articulating the shores around Lake Burrumbeet to raise the standard to be somewhat close to that of Lake Wendouree.
Connecting green spaces and wildlife corridors like the Canadian Creek to Woowookarung Regional Park
Replace all non-native street trees
Recharge stations for e-bikes and scooters
Ballarat to become energy independent by using sustainable energy sources, committing to extensive funding of research into advanced energy sources, and setting up international level research facilities to attract the best people in the world.
At least 5% of the Council budget or \$20 per person in the region should go towards improving and increasing pedestrian and cycling infrastructure to increase uptake by improving safety, accessibility and desirability.
Public Gathering Space at the Saleyards site. Another place like Lake Wendouree. Somewhere people can gather in large numbers; somewhere that is of continuing interest year-round. A place that provides connections for people across Ballarat. A place that has gravitas. A place that is important to the community with links to the Yarrowee River and Victoria Park, a grand approach on Latrobe (an avenue of trees with bike lanes). Create a scale (a statement, open spaces) and balance (practical, usable design feature). Create a wide terraced entry. Create a focal point beyond the terrace: a memorial and lookout tower building; infinity pool and waterfall dropping over a bluestone wall. Provide opportunities and meeting rooms for community groups, artists to stage events. Provide amenities: shops, cafes, toilets, playgrounds. Provide spaces for exhibitions, markets and educational activities. Provide tiered seating in the terrace area (suitable for entertainment or a town hall meeting). Provide trees for shade, beauty and wildlife. Run zero emission shuttles between Ballarat station and the Gathering Space. Create a memorial (in consultation with the community) for those affected by domestic violence and sexual abuse and/or a memorial marking Aboriginal history and cultural heritage
Common land next to the Ballarat North Water Treatment Plant could be made into a community asset: A chain of ponds could be built and enhanced with beautiful trees and gardens as a respite area for travellers (and a battery charging station for electric vehicles). It could also be a site for an overnight parking bay for motor homes. The paddock could be developed into a permaculture perennial garden utilizing waste water from the CHW plant. Unemployed people, people on community corrections orders, people with disability, prisoners on work release, school children and the Ballarat Permaculture Guild could all be engaged in building and maintaining these gardens. The food produced could go some way to alleviating food insecurity in the city.
In Learmonth Street, Alfredton, speed should be reduced to 60km until you reach the end of the housing and golf range
Installation of safety net on the Learmonth Street side of the gold range
Burrumbeet Creek in Miners Rest needs weed control at the back of Arranmore Estate
Development of the southern Wendouree train station precinct with platform access, shops, plaza, bike parking etc.
Dedicated off road bike path network in Gregory Street, Giles Street and Learmonth Road.
BMX and pump track at Alfredton Reserve
Community centre for Canadian, possibly at Sparrow Ground
Sealed car park at Mt Pleasant Reserve
Footpath from Humffray St South to Hill St along the Yarrowee Trail
Dog park in Alfredton

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Expansion of Winter Valley Creek Trail to Alfredton
Buninyong Dog Park
Footpath on Armstrong Street South between Carpet Gallery and the 400 block as people are forced to walk on the cobble stone gutter.
Playground at White Flat Oval
Extend the Yarrowee River Trail from Magpie to Napoleans then loop back into Buninyong via the Union Jack Creek or Scotchmans Lead Road
Safe walking track that goes around the perimeter of Sovereign Hill - Elsworth St is not safe
Close to traffic Main Road between Humffray St and Little Bridge St
Upgrade Water Street by building curb and channelling, a bike path and large street trees and garden beds
Traffic lights across Geelong Road as it passes through Buninyong
Footpaths installed in old Miners Rest
A bike or walking trail on the old train line reserve in Alfredton. It could go all the way out to Delacombe.
Acknowledge that the road through Victoria Park is used to get from Alfredton to Ballarat Central by realigning the road at Eyre St/Russell St from the park
Connection of green spaces and walking/cycling paths to Woowookarung Regional Park
Speed humps or traffic calming at the Clayton/Joseph St intersection
Upgrade Glenelg Hwy roundabout near Delacombe Town Centre
Improvements to the Ballarat East Public Garden including tree planting and improvements to the walk.
Work with the state government to get a secondary school in the south-west
Community centre in Ballarat Central
Act on the consultant's report on the Ballarat East Civic Precinct, in particular the restoration of the Ballarat East Town Hall gardens
Duplication of Geelong Road from Lal Lal Street right through to Buninyong
Supermarket in Ballarat East
Library in the east of Ballarat
Raise the condition of all residential streets to a level commensurate with current construction standards - in central Ballarat alone there is sufficient justification for a strategic stocktake and assessment, masterplan for their rehabilitation and inclusion as a separate item in future budgets for infrastructure works.
Further development of the linear park that runs along the Yarrowee Trail from the Eastern Oval to beyond White Flat. The Eastern Oval side should be developed as the active sports component to serve this purpose, with an indoor swimming pool and gym, and with an all-weather lawn bowling centre (it would require the purchase of the Haymes paint site). The south side would be for more passive recreation, with a weir at the southern extreme of White Flat creating a 'Torrens-style' lake that could come upstream as far as the confluence of the Yarrowee and Canadian Rivers. White Flat would include areas for limited off-leash dog walking for nearby residents. The Yarrowee Trail provides scenic links both north and south for walkers and recreational bike riding.
Reliable public transport between Colac, Ballarat Daylesford Castlemaine...Daily buses and trains bridging these towns
Upgrade Ken Kay Stadium
Establish a circular suburban rail system to connect Delacombe, Wendouree, Ballarat, Canadian, University, Buninyong and Sebastopol. Most of this could be established on existing railway easements.
Motorsports complex
Traffic lights and pedestrian crossing along Albert street & Skipton street near Safeway
Car museum to display the great range of veteran, vintage and classic cars that we see around Ballarat every day
Longer right turn period from Gillies St to Sturt St
Traffic lights at Albert St roundabout
Civic Hall: commercial kitchen, sound and lighting, bar
Trains from Ballarat to Geelong both way and Ballarat to Bendigo both ways
Station Southside - develop an homage to Phoenix Foundry, with an example or two of their locomotives running short tourist trips on weekdays and holidays

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Off-leash dog park at rear of Brown Hill Oval (near Wallaby Track)
Buninyong: Safe crossing points from the major bike track particularly over the highway at the main roundabout
Improved toilet facilities at De Soza Park
Dog park at Doug Dean Reserve
Portable pump track in Delacombe
Water park in Buninyong
Larger skate park in Delacombe (like the one near Barkly Square)
New larger basketball court in Delacombe
Indoor skate park
Skate park in Sebastopol
A public bus system running entirely on hydrogen
Easy access transport links to outlying towns. Allowing kids in fringe towns (Learmonth, Miners Rest, Dunnstown, Napoleons, Ross Creek etc) access to Ballarat throughout the day would encourage better community inclusion for our youth.
Library in Alfredton
More parking around central library
Park and ride out east Ballarat/Brown Hill
Establish a Community Hub (or Drop-In Centre) for cultural groups and new arrivals with tea and coffee facilities, plus for meetings, forums and conferences etc. This Hub needs to be reasonably priced, plus available for daytime and evening gatherings, centrally located with accessible parking (E.g. Like Kohinor Centre and/or Armstrong St North childcare used to be).
Intercultural Community Garden at Len T Fraser reserve
A keeping place/ living cultural experience within the library structure to store and have on display local Aboriginal artefacts
Another multi story carpark in town
Create 2-minute parking in Armstrong St for restaurant take away collection
Construct a new regional indoor cricket centre at Eastern Oval and reintroduce a turf wicket / square at City Oval
Include unisex toilets in all public toilets
More notice boards around the city, electronic and physical
Water park in Miners Rest
Installation of synthetic green at Buninyong Bowling Club
Safe injecting room
Include seniors exercise equipment within Lucas Central Park
Include a community garden at Lucas Central Park
Provide bus route and bus stop on Eleanor Drive, Lucas
Self-supported water system/reservoir
Warrenheip Street (Buninyong) upgrade including addressing safety concerns
Masterplan for Buninyong Botanical Gardens
Slip lane for entry and exit from the Buninyong cemetery completed and consideration of a treed median strip in Warrenheip St
Create an attractive gateway from Geelong to Ballarat in Buninyong
Gathering place for the stolen generation (potentially at Ballarat Orphanage)
Change bluestone gutters and put a hump on it so wheelchairs can get over them (like they did in Bendigo)
Better drop off point right at the front door of the Aquatic Centre (drive in and drive out)
A chairlift into the pools at the Ballarat Aquatic and Leisure Centre
Increase the price of all-day parking in the CBD - to disincentivise people parking there all day and blocking the parks needed for turnover for businesses
More seating at bus stops, throughout the town
Sensory rooms in infrastructure – Ballarat should be a leader in this space

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A memorial and acknowledgement of the Stolen Generations in Ballarat especially since Ballarat has its own unique history with Stolen Generation members housed in the children's homes and orphanages and the intergenerational trauma caused by these government policies continue to affect community members
Community Hub in Vickers Street (replacing the existing Sebastopol Seniors Citizens Building)
Explore, advocate for and deliver streetscape improvements along Albert Street / Midland Highway in Sebastopol.
Storm water collection – more of our big stadiums and green spaces should use the example of the Water Square in Rotterdam which has facility for skate parks and basketball courts in dry periods but can also collect enormous amounts of storm water runoff which could be used on neighbouring green space
Vertical gardens and plants on buildings in the city
Public table tennis (concrete) in parks and around the Lake
Connect electricity to Ballarat Community Garden
An accessible toilet at Ballarat Community Garden
A concrete slab at the Ballarat Community Garden
An upgraded fit out of the kitchen at Ballarat Community Garden
A new shade sail at Ballarat Community Garden
A swing for seniors at the Ballarat Community Garden
A drinking fountain with a dog bowl on Dyte Parade alongside the walking track

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Appendix K – Project ideas: Growth and development

Affordable environmentally friendly sustainable development that pushes estates to have 7 star minimum housing, social and public housing quotas in any new developments, as well as compulsory infrastructure that must be included in any developments - bike paths, pavement, and community spaces and other infrastructure.
Area between Mt Clear & Mt Helen to be retained as at least low density rural/residential. This extends to Mt Helen /Buninyong corridor that is all included in the Canadian Outline Development
Create a second city centre at the old Sale Yards, so that modern, mid-high rise, medium density construction can occur there, with views over Vic Park, leaving the original city for food, entertainment, tourism, arts, culture and medical
To prevent loss, trees should not planted (new subdivisions) until properties are built-on and occupied. We suggest that these beautiful/expensive trees should not be planted until a certificate of occupancy is issued
Using 20-minute neighbourhood model - people can be active (walk, ride etc) in safe environments to access health care, parks and open spaces, food and medication.
All new buildings to have a minimum 8-star rating
All new housing to have the highest level of renewable energy systems and rainwater storage in new builds.
Support to endure heat sink reduction by making roof colour in all new builds - light grey - not black.
Developers not permitted to deforest any further with any development to protect current tree cover and biodiversity.
Encourage and support high-rise residential and office developments (8-10 storey)
Heritage buildings could sit alongside bold green walls installed on non-heritage buildings and new builds could be avant garde highlighting the clash of old, new and green works to reinvent our cityscape in a much more dynamic way.
Make some central Ballarat Streets traffic free
Have very strict building regulations in Sturt street and surrounding to make sure new buildings will be built in the gold rush style
Establish secure, reliable protection from development for Mount Buninyong
Advocate for the Sustainable Subdivisions Framework and promote to local developers, aim for the highest levels of energy efficiency and circular economy principles available within this framework.
A creative look at affordable and green housing. There are so many inspiring ideas from around the world e.g. https://www.localpeoples.com/our-research/intergenerational-living
Require widened footpaths and road verges in new subdivisions to allow for the planting of large street trees because private blocks are no longer large enough to accommodate them
For infill developments require a communal garden space (large enough for a mature tree) to be included in all subdivisions larger than 3 units
Public Pocket parks (in the case of a single tree) or larger parks should be mandatory around any existing native trees in all new subdivisions
Build work zones into key places outside of Ballarat central especially in new land releases.
New stringent standards for new builds and new housing developments which include more open spaces, larger block sizes and higher energy ratings.
Complete the Buninyong Township Plan
Complete Mount Helen Neighbourhood Character Study
An environmentally sensitive Schedule 2 NRZ for Mount Helen
Work with the state government to get a secondary school in the south-west

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Infill development at Bakery Hill and the Station Southside Redevelopment curated by an Urban Infill Development Authority jointly funded by BCC and Victorian government. Residential infill development also abutting the Howitt St/Stocklands precinct
Social housing comprises at least 20% of all residential development within the high-density infill. Incentivise private developers to make such investments by a 50% reduction on rates for the first three years of operation of their residential developments
Negotiate to create an Urban Infill Development Authority with initial joint funding by BCC and the Victorian government which will oversee land acquisition for development consolidation, and preparation of parcels of land for the market to respond to design briefs - to achieve building excellence (aesthetics, energy efficiency, low-carbon innovative materials use)
Designing any Greenhill Road development with the environment and green wedge concept prominent, and otherwise maintaining the green belt separating Mt Clear from Mt Helen and Mt Helen from Buninyong

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Appendix L – Project ideas: Environmental sustainability

Household food waste collection
Alternative energy sources for all public buildings
Efficient and sustainable waste disposal and recycling
Innovative public transport (scooter share etc)
Protect and enhance our tree canopy especially in new housing developments
Support grass roots food security initiatives – community gardens
Encourage the planting of fruit trees on nature strips
Ensure water tanks and solar panels are provided at every property
Make it cheaper for people to get double glazed windows and ceiling fans
Recommence glass recycling
Adding more solar panels in public areas
Much greater investment in updating the electricity network to allow for more renewables
A Greater Ballarat Biodiversity, Environmental and Sustainability Policy and Plan - to co-ordinate environmental action across all places in the Local Government Area (includes urban, semi-rural and rural)
Review Hepburn Shire's program of helping people to buy second-hand electric vehicles
A carbon zero target for the whole community. This could include: higher standard of new homes and developments, no up-front cost solar programs, increased canopy coverage, advocacy around improved public transport, more community gardens, public education etc.
Protect wildlife by enforcing appropriate development and supporting existing plans e.g. Koala Overlay
Focus on implementing the recommendations of the Yarrowee River Corridor Masterplan
Finalise the Living Corridors Action Plan and Yarrowee Masterplan (or their equivalent) and build these into the local planning scheme so that they have some impact on development decisions
Urgent implementation of ESD policy for buildings, review of current residential development to include essential wildlife and bush corridors, with essential management plans for water courses creeks and rivers, and improved public transport to develop alternatives to road use (including light rail, tram transport options) and also introduction of subsidised recycling waste management at waste management facilities including free access to green waste and glass, metal and plastic waste disposal on-site and including introduction of council subsidised recycling facility that on sells re-useable items
Make the operations of Council more sustainable including the electrification of vehicles and equipment (that can be electrified), subscribing to green energy (locally sourced if possible) and indirectly, by educating the public to reduce their carbon footprint by offering the best way to manage and recycle all kinds of waste (including an increased subsidy for composting food bin), composting green waste at the Transfer station (then sell it as compost), improving public transport, enabling the electrification of buses if possible.
Entrench all three-star recommendations of the Victorian Government's Climate Emergency Toolkit by the end of 2030
Complete the Yarrowee River Master Plan including all the small creeks in the Canadian Creek basin accompanied by the ongoing expansion and building of living corridors with the city plus the implementation of the urban forest stagey with unground works.
Strongest enforcement of existing Significant Vegetation and Koala Overlays
Development of a community renewable energy system similar to the Hepburn Shire.
Rainwater storage assistance.
Retrofitting to established homes to lower energy and water costs
All new housing to have the highest level of renewable energy systems and rainwater storage in new builds.
Support to endure heat sink reduction by making roof colour in all new builds - light grey - not black.
Developers not permitted to deforest any further with any development to protect current tree cover and biodiversity.
Support to assist current home and business owners to retrofit and change roofing colours to reduce heat absorption.

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An updated waste facility with a tip shop, commercial grade composting facility which can handle food scraps, and full recycling facility including glass.
The Ballarat Community Garden has the potential to become another Ceres or Collingwood Community Farm which are household names in the food security space
40% canopy coverage by 2030
Continue Yarrowee Creek redevelopment from Eastern Oval to Leith Street Bridge
Involve Wathaurong Aboriginal Corporation in decision-making about water quality and management in the Yarrowee and its tributaries
A creative look at affordable and green housing. There are so many inspiring ideas from around the world e.g. https://www.localpeoples.com/our-research/intergenerational-living
Establish Local Sustainability Awards with categories for schools, residents, business and industry
Set a 2030 negative emissions target for council operations and the community.
Clean up Yarrowee Creek and extend the walking trails along it
Plant trees in shopping centre parking lots and along streets and roads
Consult with Indigenous Fire Practitioners about bushfire prevention in areas where bushland is adjacent to dwellings
Convert median strips to vegetable gardens
Address weed infestations around our natural environments like Yarrowee River Trail
Support and hold more sustainable clothes swaps - allow for this type of project in the community grants scheme.
Encourage home and commercial composting through support of schemes such as ShareWaste, Food is Free Green Space and the Compost Revolution platform.
Encourage restaurants to take up the Oz Harvest program which donates left over food to emergency food relief charities.
Establish a community-owned not-for-profit energy company
More Council-run drop off spaces for recycling various items i.e. computers, batteries etc.
Accelerate the increase in tree canopy
Recreate the Yarrowee River system
Solar farm
Gently raise awareness of heavy metals (namely arsenic) and being safe living in a goldfields area, i.e. making sure children don't play in mullock heaps, not wearing shoes inside etc.
Replicate the Mornington Transfer Station/Secondhand shop model
Re-wild the Yarrowee River including bringing it above ground between Mair and Steinfeld.
Rewild Canadian and Gnarr Creeks.
Work with State Government to put solar panels on all schools in the City.
Plant trees and vegetation that support threatened bird and insect life
Rubbish traps in all streams leading into Yarrowee River
Engage with Aboriginal community members about cultural burning and cool burning, this is the practice Aboriginal people regularly use to burn vegetation and overgrowth.
Require widened footpaths and road verges in new subdivisions to allow for the planting of large street trees because private blocks are no longer large enough to accommodate them
For infill developments require a communal garden space (large enough for a mature tree) to be included in all subdivisions larger than 3 units
Public Pocket parks (in the case of a single tree) or larger parks should be mandatory around any existing native trees in all new subdivisions
Elements of the remnant natural environment (vegetation, waterways) need to have much stronger protection through the Ballarat and State planning schemes.
Connecting green spaces and wildlife corridors like the Canadian Creek to Woookarung Regional Park
Replace all non-native street trees
Hard rubbish collection every 2-3 years.
Actively promote RetroSuburbia. Get David Holmgren (co-inventor of 'permaculture') and Steve Burns (Ballarat Permaculture Guild) and other all qualified people to give talks throughout the year.

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Provide a fast path in planning for eco adaptations and loosen regulations to allow for small scale projects
Set up a home retrofit and energy advisory service for renovators and new home builders to give people the means by which they can improve the energy performance of their houses in anticipation of compulsory disclosure of energy performance at point of sale, to be introduced in 2024.
A 'No Spray Register' for herbicides
Comprehensive environmental plan for Sparrow Ground
Remove solar feed-in tariff restrictions by liaising with Powercor
Development of an Urban Forest Strategy
Mandatory energy disclosure at time of sale on all houses, resulting in dramatic improvements to the energy performance of older housing stock.
A BCC-run Building Design Advisory and Trade Education Service and a rate incentive program for new homes is provided to all new dwellings which achieve an independently audited NatHERS rating above 8 stars (on a cold climate categorisation - subject to future increase to 9.5 stars, as Ballarat's climate warms to temperate).
Local vegetables and some fruits and fish grown in covered, multitiered glass hot houses located in close proximity to BWEZ and CHW's north treatment plant, using heat generated by organic waste fermentation removed from landfill, treated sewage sludge and from farm and forestry waste, and from solar management of the hothouses through the use of smart glass. Food is made available for minimal cost via local outlets in each Regional/Local Activity Centre with no plastic or styrene packaging. The entire system is run as a non-profit local cooperative, underwritten by BCC as a contribution toward healthier eating and better health outcomes for all residents
Advocate via peak LG agencies to state and federal governments on the abandonment of single use plastic packaging (including beverages), and on the onus for the recycling of all consumable items at end of useful life, being on the producer, or failing that, the retailer. At least 50% of the costs of kerbside recycling to be recouped back from producers/retailers at point of compulsory buy-back from municipality.
BCC moving its car fleet to all electric vehicles by 2025 and recommend the best options for its trucks and heavy machinery (electric vs hydrogen) to the next council in 2024.
Locate charging stations for council fleet in public places, accessible to early adaptors within the public. Consider charging stations (capable of feedback into the grid) within any new car park within Station Southside precinct.
Implement a Citizens' Assembly of Climate
Replace diesel buses with smaller electric buses manufactured in Ballarat
We propose that Ballarat incentivises the installation of solar panels on large public and private buildings to cut greenhouse gas emissions and provide lower electricity costs to local businesses.
We propose a review of all parks and reserves in Ballarat be conducted to find areas that would be suitable for revegetation.
Complete the development of the Living Corridors Strategic Plan and fully implement its outcomes in particular the protection of the biodiversity assets in the eastern ranges' wildlife or bio link corridor
Completion of the Yarrowee River Master Plan including the inclusion of the additional six southern creeks of the Canadian Creek system into the plan and to begin a substantial implementation of the plan
Complete the implementation of the final stages of the Koala Plan of Management first started in 2008. This would include the implementation of the Koala Plan of Management implementation Committee, koala monitoring, education, koala habitat restoration, street signage and speed limits and koala trained wildlife staff
Develop and implement a "Habitat Tree protection policy and practices" to keep habitat trees within the City of Ballarat safe from damage and removal.
To implement shared walking cycling trails along and connecting the eastern ranges (including Woowookarung Regional Park) with the Canadian Creek Trail. To advocate and support extensions and rerouting of the Goldfields track between Mt Buninyong and Nerrina via the eastern ranges.
Advocate for and support the incorporation of biodiversity important land such as the old Commonwealth Rifle Range into the Woowookarung Regional Park.
Support the establishment of the "Bunny Rail Trail" between Eureka and Mt Clear with future extensions to Buninyong.
Storm water collection – more of our big stadiums and green spaces should use the example of the Water Square in Rotterdam which has facility for skate parks and basketball courts in dry periods but can also collect enormous amounts of storm water runoff which could be used on neighbouring green space
Vertical gardens and plants on buildings in the city

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Appendix M – Project ideas: Community

Intercultural Garden for multicultural performances and flag raising ceremonies
Support Aboriginal & Torres Strait Islander Peoples to be represented on Council
Provision of free meeting space for community based, not for profit, organisations.
Curated story telling that showcase the contributions of African-Australians, street and public space naming to actively indicate that African-Australians are part of the fabric of Ballarat
A memorial to acknowledge survivors of institutional abuse
Work with our Aboriginal community to develop a healing space
Develop a youth-run sector of council responsible for arts and events, that would work with but separate to the current arts and events team/s. This could then provide paid opportunities to young creatives and would allow volunteers in Council-led youth programs to utilise their training.
Increased youth representation on Council Advisory and Representative Committees for Council
Aboriginal Cultural Centre that can become a place where tourist visit and learn about Australia's hidden history
The Ballarat Community Garden has the potential to become another Ceres or Collingwood Community Farm which are household names in the food security space
LGBTQIA festival
Run community arts projects for people with disabilities
Festivals - financial and mentoring support for community-led festivals so we can present high-quality festivals with great artists- putting Ballarat on the map and helping to develop local arts scene.
Mentorship programs to connect young people with an opportunity for support and paid secure work in line with their training in various areas including all the arts
Counselling programs in aged care facilities or with those in independent living - by available professionals wanting to do this work - to provide arts based therapy to enhance functioning, reduce depression, loneliness, increase connection, and explore the capacity of this type of therapeutic approach with dementia patients
Develop a data base of the skill sets of a wide range of age groups who live in Ballarat who could be supported to establish programs or linked into an accessible network to develop council supported programs and initiatives.
Aboriginal Art Trail
Establish an all-abilities art and music program with exhibition facilities
Indigenous Centre for art, storytelling, exhibition and education
Be the first city in Australia to have 100% of their citizens undertake cultural awareness training
Fund Aboriginal mental health program roll out - 'Deadly Thinking '
Hang the map of Aboriginal countries up in schools, community centres, and all public places.
Move fireworks to Labour Day permanently
A local treaty with First Nations people
Prioritise mandatory Culturally Responsive Practice training for all councillors and staff at CoB
Further education used to run a magnificent program to lift people in need out of poverty and unemployment but it no longer runs. It serviced people experiencing disadvantage: people with mental illness, early school leavers, new arrivals to the country, adolescents at-risk of departing the education system, people with learning disabilities and cognitive impairment. FedUni TAFE now only offers courses for apprentices and specific careers in trade services, there are no preparatory course offerings for people who need to transition back into employment
Another indoor swimming and fitness facility in Ballarat to cater for growth
Fruit in school program
Support for not-for-profit sporting organisations - particularly focused around venue development, safe access to venues and support in showcase or competition events
A demonstration edible garden in Sturt Street
Free physical exercise classes around the lake in Summer/Spring
Ensure all council owned facilities, events and functions promote and/or sell healthy food options, particularly sports clubs selling to children.

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Create a mapped platform which allows community members to use and book community spaces.
Less permits for takeaway food
Encourage our local food producers and access to local healthy food by reducing fees for farm gate sales, supporting farmers markets, community gardens, verge gardens and planting of fruit trees in public spaces
Establish the Ballarat Community Garden as a hub for supporting small scale food production across Ballarat
Expand the Active Ageing program
Run events that teach people how to make things that are good for the gut and mind health (e.g. education about which foods are good for mental health, how to brew kombucha, how to make fermented foods like kimchi or sauerkraut.)
A creative look at affordable and green housing. There are so many inspiring ideas from around the world e.g. https://www.localpeoples.com/our-research/intergenerational-living
Upgrade of sporting facilities in lesser known sports to assist their sustainability and growth. e.g. croquet, pétanque, disc golf
Supporting community and volunteer groups through not just grants but provision of social media and website assistance
Introduce a Garden Makeover scheme for low-income families whereby free indigenous plants are supplied by CoB indigenous plant nursery. The scheme could be organised by council staff but driven by volunteers who would visit to provide planning and planting advice and demonstrate basic garden maintenance. Garden tools (spade and secateurs could be provided to participating gardeners.
Increase the number of community gardens and green spaces, link with local groups like Food is Free, Ballarat Permaculture Guild and BREAZE to manage these spaces
Increased acknowledgment and support of community initiatives that are community building; Food is Free, Tool Library, Fix-It Cafe, Hidden Orchard, Smart Living, community gardens, Landcare and Bushcare groups etc.
Exercise equipment through/around Victoria park
Extend and connect our bike paths: Skipton Rail Trail is great, bike path to Windemere is great, path to Gong Gong Reservoir is great, the Buninyong bike path is great - but they don't connect to anything.
Provide satellite health services similar to outreach libraries to outlying townships to improve access e.g. Maternal and Child Health nursing, GP clinics, Breastscreen
Grow veggie boxes at the train stations with fresh herbs and plants with a hand sanitiser spray bottle next to them
Subsidise neighbourhood houses and community centres programs to make them more affordable
Encourage community get-togethers such as having food vans once a month in the local park or incentivising community bbqs.
Subsidised Ballarat Community Festival or Day or Weekend: whole community is invited to enjoy multicultural activities, Aboriginal community activities, activities created by community groups. Held in a central, easily accessible area, with Council booths and information scattered throughout.
Update the community directory on the Council website
Adopt proven strategies used by other communities globally to reduce harm from preventable diseases, such as adult onset diabetes, obesity, tobacco and alcohol consumption. To be piloted in 2022 and 2023, with assessment in the second year and decision on program direction according to effectiveness
Redirect funds from a reduced Festivals and Events budget, and from Marketing and Communications Services to public arts and recreation programs
Continue and expand technology assistance at the library
Establish a Community Hub (or Drop-In Centre) for cultural groups and new arrivals with tea and coffee facilities, plus for meetings, forums and conferences etc. This Hub needs to be reasonably priced, plus available for daytime and evening gatherings, centrally located with accessible parking (E.g. Like Kohinoor Centre and/or Armstrong St North child care used to be).
Intercultural Community Garden at Len T Fraser reserve
Public bike or scooter rental program
Advocate to state government that fast food outlets should be identified in the planning scheme and require a permit before building

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All events and facilities which are funded or managed by council should offer free water, fresh fruit and vegetables and other healthy options, and if they are offering packaged food it should be from local businesses such as We Bar None or SpringHill Farm
Play Streets: Many European countries have a speed limit of 20 or 30 in certain residential zones, allowing kids to safely play outside. I think this would foster community connection as parents would also spend more time outside of the home, meeting neighbours. This could be particularly easily implemented in areas such as Lucas, Canadian Lakes, Lake Gardens, and anywhere where residential traffic is predominant.
More notice boards around the city, electronic and physical
Focus on investing in communities to support friends and neighbours - a community planning program where dedicated local volunteers work with community members to hear what people want in their communities. Develop 3-4 year plans and council provide seed funding to communities to help fund projects
Create a support hub with a range of services that are LGBTIQ+ positive
Safe injecting room
Include seniors exercise equipment within Lucas Central Park
Include a community garden at Lucas Central Park
Project on elevating the stories about the history of the Stolen Generation Mob in Ballarat
Gathering place for the stolen generation (potentially at Ballarat Orphanage)
Change bluestone gutters and put a hump on it so wheelchairs can get over them (like they did in Bendigo)
A mobility map for Ballarat (hard copy and electronic)
A chairlift into the pools at the Ballarat Aquatic and Leisure Centre
Health and wellbeing in contracts, tenders and all policies
Prioritise access for people of all abilities with every new or retrofitted projects
A memorial and acknowledgement of the Stolen Generations in Ballarat especially since Ballarat has its own unique history with Stolen Generation members housed in the children's homes and orphanages and the intergenerational trauma caused by these government policies continue to affect community members
Develop a Productive Gardening Strategy
Public table tennis (concrete) in parks and around the Lake

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Appendix N – Project ideas: Economy

Rate relief for new business or to incentivise businesses to use vacant buildings
Build upon being a 'university town'
Fast-track Sovereign Hill Master Plan
Prioritizing local jobs and local contractors in any Council tendering with a 30% loading - Businesses must be registered in the Ballarat LGA to qualify
Greater shopping complex or a DFO type outlet
Create a food hub with restaurants sharing a common weather-proof eating area
Open up the Mall, improve parking and set up as a gastronomical hub
Refer to Townsville as an example of improving the central business district
Create a vibrant CBD with more inner-city living and development around Bridge Mall to create a larger shopping precinct and possibly and cultural centre similar to a China-Town around Little Bridge Street
Redevelop the Bridge Mall and Bakery Hill into a vibrant CBD location with outdoor dining, street activation and a quality market-place with access to fresh meat, fish, fruit and vegetables
Consider creating zones and hubs for like businesses that would get reduced rates or rebates / grants to establish in certain areas of the city
Drawing business into the city centre and activities outside of business hours. Adelaide do a really nice job of using their large central park for events.
Community business precinct similar to Footscray market, where the burden of rates are distributed to become bearable as well as subsidised
Designated outside eating and space on small slices of the Sturt Street median strip
Work with Fed Uni, Fiona Elsey, hospitals and schools to make Ballarat a city of education, excellence and research.
A miniature Victoria Market
New library in Delacombe
A memorial to acknowledge survivors of institutional abuse
Advocate for the Post Office and Commonwealth bank to reopen in Sebastopol
Purchase the old BGT Warehouse site in Hill Street and make into an Arts Hub similar to the Mill in Castlemaine. That is a great Artistic Hub with cafes/ Food Artisan's and Vintage Bazaar
Engagement and collaboration with local educational facilities to encourage education for all and to promote community engagement by holding local events hosted by educational facility with council involvement and support whilst having students also engage in local community events.
Support Centre for Regional Innovation to give advice and support to local entrepreneurs
Wind farm tourism, training and information sessions, promotion of Ballarat as a wind energy hot spot
Build policies that encourage retail busines outside the boundary of Doveton St, Mair St, Peel St, and Eyre St to relocate to the central CBD. Move non-retail business (real estate, political office, etc) to a hub on the fringe of the CBD. Use a European model of bringing retail to the central CBD.
Revitalise Bakery Hill with a 24-hour economy.
Wayfinding using augmented reality.
Services in our major public spaces to create event friendly spaces - Power, water etc.
Try to create different industrial hubs where similar companies can work and strengthen each other, compete with each other and work together where needed. For example an agri business hub, a transportation hub, an engineering hub etc
Working with Federation University to expand Technology Park.
Winery tour: stops could be St Anne's winery Myrniong - Gordon Karona Coffee Farm - Mitchell Harris Wines - Ballarat Mushroom Farm - Michael Unwin Wines etc.
Council should work with traders to improve the 'entry impression' to Ballarat

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Encourage investment in the SMB precinct. Get more student bums on seats at the campus. Encourage the university to move their admin to Mt Helen and increase classes at SMB.
Building stronger links between Council, industry and Federation University. This might include inviting university participation in community events such as festivals; initiating a series of public talks on popular topics by university staff; offer CoB and/or industry scholarships to local students from disadvantaged backgrounds to study at TAFE or Higher Education
The Ballarat Community Garden has the potential to become another Ceres or Collingwood Community Farm which are household names in the food security space
Run a program like the Hot House Project at Melton to get businesses going
Businesses should be encouraged to financially support people if they want them to move to the area for work
Financial investment by the City of Ballarat in collection care through the Ballarat Heritage Society to ensure ongoing viable care of our community's cultural heritage
Support for initiatives to bring the Lost Trades Fair to Ballarat
Festivals - financial and mentoring support for community-led festivals so we can present high-quality festivals with great artists- putting Ballarat on the map and helping to develop local arts scene.
Laneway activations
Mentorship programs to connect young people with an opportunity for support and paid secure work in line with their training in various areas including all the arts
Sponsoring people into jobs in the arts sector
Help to fast track the planning process for those wanting to open businesses in many of the rundown retail/ industrial sites dotted throughout the community.
Tech incubator happening in Bakery Hill, with an area focused on commercial art (digital and physical)
Provide a space for local visual artists to exhibit work. Have feature displays rotating by month, but then a few big screens that can feature photography from local photographers
Delivery of an Aboriginal cultural precinct
Rate payers should be able to receive discounted memberships to local attractions such as Sovereign Hill
Heritage weekend should go for a month
Less permits for takeaway food
Developing Ballarat East Centre in Barkly Street (between Victoria and Main)
A small café/community centre on the northern side of Lake Wendouree
Begonia Festival has to be changed the Ballarat Labour Day Parade and Festival
Activation ideas for the Bridge Mall: Fortnightly markets, more cafes and restaurants, late night trading, a Winter Festival, the White Festival, the Frolic Festival, Queens Birthday weekend.
Alfred Deakin Place and Camp St need cafes
Station Southside - develop an homage to Phoenix Foundry, with an example or two of their locomotives running short tourist trips on weekdays and holidays
Support tourism on a dollar for dollar contribution by council from general rates, with a special levy on hospitality beds (including short-term rentals such as Airbnb, stayz, etc.) to raise the matching amount
Massive water-based theme park like they have at Geelong
Establish a wine /beer/spirits boutique hub centrally (in heritage buildings near train station) where local producers can display produce and have tastings.
The current Visitor Information Centre is lacking as is the range of gifts and materials that showcase Ballarat. It would be great to see some Tourism Ambassadors out on the streets during key times of the year, plus more information about tracks, trails and venues for tourists.
Really good visitor facilities, with a playground, coffee shop, bbqs, toilets, parking for caravans and motorhomes
Public bike or scooter rental program
Create a regional version of Melbourne's Vic Market with great fresh produce on offer in the heart of the CBD each Friday and Saturday.

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Appendix O – Project ideas: Creativity

Aboriginal monument erected in the heart of Ballarat
Turn the empty shops in bridge mall and elsewhere into artist studios with cheap rent. Co-operatively run shopfronts for selling art
Continued development of the food and drinks scene in Ballarat, building on the Armstrong street restaurant hub. European-style outdoor dining (with heating!) similar to Yarraville (https://www.mammaknowswest.com.au/mammasyummies-content/ballarat-st-outdoor-dining-yarraville-village)
A useable public transport system would also support attracting visitors and new residents.
Build upon the current live music initiatives by offering businesses incentives for supporting live music and performance.
Improved support (financial and mentoring) for community-led festivals which attract high-quality artists/performers (including grants for disability access)
Nurture the live music community in Ballarat through youth music festivals (community organised, with local musicians as well as visiting artists)
Create a database of performance spaces around the city and support owners to apply for grants for upgrades to infrastructure (sound, lights, disability access)
Action the Creative City Plan
Develop a youth-run sector of council responsible for arts and events, that would work with but separate to the current arts and events team/s. This could then provide paid opportunities to young creatives and would allow volunteers in Council-led youth programs to utilise their training.
Purchase the old BGT Warehouse site in Hill Street and make into an Arts Hub similar to the Mill in Castlemaine. That is a great Artistic Hub with cafes/ Food Artisan's and Vintage Bazaar
Services in our major public spaces to create event friendly spaces - Power, water etc.
More large festivals /events to bring people to Ballarat like Spilt Milk
Live music, such as the Summer Sundays, but utilise areas such as the Civic Hall.
A much bigger Ballarat show: Mildura has a show 4 times the size of Ballarat and it pours money into the local community. A new showground to facilitate this is required.
Decentralise public art from city centre to neighbourhoods to broaden reach and impact
Establish an e-commerce platform for local creatives linked to a creative trail
Projections on - Town Hall, Art Gallery, Civic Hall and Train Station
Provide more opportunity for local artists to be seen - fill empty shop fronts with pop-ups, local music played through shopping areas (live and recorded)
Ensure all Council events support local artists.
Strong partnership between Council and the newly planned Centre for Rare Trades to grow the viability of our local artisans and ensure Ballarat is the national centre and known as a creative hub, the home of artisans.
Higher profile exhibitions at the Art Gallery & Civic Hall
Wider range of performing arts events, including dance/ballet
Multi-faceted music festivals: Rockabilly, Blues, Folk (like Port Fairy Festival)
LGBTQIA festival
Specific grants funding stream to support local artists to produce temporary and permanent public works.
Support for initiatives to bring the Lost Trades Fair to Ballarat
Run community arts projects for people with disabilities
Festivals - financial and mentoring support for community-led festivals so we can present high-quality festivals with great artists- putting Ballarat on the map and helping to develop local arts scene.
Laneway activations
Encourage use of rental spaces above shops on Bridge Mall as studios.
Enhancement of the Civic Hall facilities to enable more theatrical productions and South Street competition events

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An open Ballarat Photo Competition in collaboration/partnership with the Ballarat International Foto Biennale.
Opportunities for local artists to work with schools and community groups on collective projects
Open up schools out of hours: invite creative teachers to form monthly social networks to mind map possibilities for increasing their creative connections between school and home.
Mentorship programs to connect young people with an opportunity for support and paid secure work in line with their training in various areas including all the arts
Counselling programs in aged care facilities or with those in independent living - by available professionals wanting to do this work - to provide arts based therapy to enhance functioning, reduce depression, loneliness, increase connection, and explore the capacity of this type of therapeutic approach with dementia patients
Develop a data base of the skill sets of a wide range of age groups who live in Ballarat who could be supported to establish programs or linked into an accessible network to develop council supported programs and initiatives.
Aboriginal Art Trail
First Friday art events are something I have seen work well in other towns I have lived in where you display local art at shops in the CBD from 5-7pm on the first Friday of the month.
Development a programme of regular festivals - Christchurch in NZ have a rolling programme ensuring a regular flow of visitors - music (jazz, blues, classical etc.), floral, art, buskers,
Inject a sense of playfulness into the streets. Let play and fun drive some physical elements: Rainbow Pride zebra crossings, Berlin crossing lights that are space invaders, Copenhagen Harbours trampolines
Dam the creeks and make them a feature like in Bruges.
Sponsoring people into jobs in the arts sector
Create a genuine local newspaper, with local content or a webpage /YouTube channel
Music in Sturt St band stands.
Develop Council subsidised multi-media creative projects that engage particular areas of Ballarat in celebrating the history and attributes of that area
Develop community hubs with free facilities for creative activities, with special areas for children and young people to develop their ideas - including in the performing arts
Establish an all-abilities art and music program with exhibition facilities
Begonia Festival should include performing arts especially a staged play at Her Majesty's Theatre
'The Amazing Race' Ballarat
Engage street artists to enhance many of the blank walls in the city centre, encourage/ support businesses to do the same.
Consider a sculpture event similar to what is run in Toorak Village each year where one piece each year is added to the community collection for all to enjoy.
Floating installation on Lake Wendouree that changes each season to a new one.
Tech incubator happening in Bakery Hill, with an area focused on commercial art (digital and physical)
Provide a space for local visual artists to exhibit work. Have feature displays rotating by month, but then a few big screens that can feature photography from local photographers
Inner CBD creativity trails linked to our heritage
Arts community centre: attracting artisans in residence, teaching
Indigenous Centre for art, storytelling, exhibition and education
Arts in the park - concerts/plays
Creativity in thematic experiences e.g. movies/series genres attractions, Lego conventions, annual fiction writers' convention.
Expand the Art Gallery of Ballarat
A variety of smaller scale events could replace or enhance the schedule of larger events that have posed challenges in this pandemic world.
Funding two years of music education in years 1 and 2 of school.
Through the exclusive use of local artists, curate paid performances, installations and exhibitions within Ballarat's street and parks all year around, to proudly showcase local talent.

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Talented film makers to create some amazing documentaries about Ballarat's history. Tales from Rat City has been a great start.
Build on the North Gardens sculpture park
Aboriginal Art Gallery
Hold SpringFest in the North Gardens and use the west side area as a picnic zone
Refresh of existing BMX track at Miners Rest Community Park
Water park at Miners Rest
Fenced dog park at Miners Rest
Make a contribution to arts participation by providing funding to beginner classes for children to sing and learn rhythm through percussion lessons in primary schools. Fund specialist music teachers to provide two one-hour lessons per week for the years 1 to 2 at every primary school in the municipality
A community arts activity program curated from local performers and artists, to commence November 2021.

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Appendix P – Project ideas: Heritage

Dedicated space for Aboriginal truth-telling in a very public space such as Lake Wendouree. Berlin is an example of truth telling in public spaces via signage, symbols, memorials - honest, uncomfortable but respectful and pervasive. Use English and Wathawurrung signage.
Use English and Wathawurrung/Dja Dja Wurrung signage
Council could offer incentives to owners of heritage buildings for cosmetic improvements such as painting
Aboriginal Monument erected in the Heart of Ballarat not hidden away followed by further permanent Aboriginal statues/structures to showcase our existence in Ballarat
Even use QR code story boards / markers to tell the stories of culture and heritage along the way and around town
Reduce commercial rates to encourage owners to preserve our historic buildings.
Establishing and extending on the Eureka Centre and have a part of the centre dedicated to honouring our Aboriginal history prior to the gold rush and the impact of colonisation.
Encourage or offer to repaint all historical frontages in town that look tired or faded
Complete nomination for World Heritage List
Aboriginal Cultural Centre that can become a place where tourist visit and learn about Australia's hidden history
Financial investment by the City of Ballarat in collection care through the Ballarat Heritage Society to ensure ongoing viable care of our community's cultural heritage
Aboriginal Art Trail
Develop Council subsidised multi-media creative projects that engage particular areas of Ballarat in celebrating the history and attributes of that area
Encourage young people to participate in creative activities such as a 'photography blitz', where they can use their mobile phones to photograph Ballarat in interesting ways, and have these images displayed in prominent areas around Ballarat.
Inner CBD creativity trails linked to our heritage
A stronger focus on celebrating our Aboriginal heritage and telling our Aboriginal history - sculptures, flags, ceremonies, truth telling, reconciliation, acknowledging massacres, moving away from celebrating Australia Day on Jan 26 and teaching Aboriginal history and culture in the same way we celebrate and teach white Ballarat's history (statues in Sturt St, Eureka/MADE, Prime Ministers, gold rush)
Cultural place naming alongside current names
Cultural tours
A First Nations audio tour
Gold fossicking tours
Aboriginal foods and grasses in public spaces
Aboriginal street and public art
More plaques/monuments around town to reflect on our Aboriginal past.
Removal of references to street names with shameful past in honour of respecting Aboriginal community
Visual symbolism - signage, park lands, use of Aboriginal terminology etc.
It would be great to see historic buildings and gardens opened up more often (e.g. I have heard of underground cellars and things that may only open occasionally)
Interactive walking tours which you could take around the town (e.g. go to a particular building, scan a QR code and learn about the history of that building/area)
High profile exhibitions, tours & talks/discussions about Indigenous heritage & culture
Indigenous language centre.
Koorie Heritage Trail
Teach Aboriginal languages and culture in schools
Hang the map of Aboriginal countries up in schools, community centres, and all public places.
Encourage Indigenous organisations to mentor students, give speeches and educate people on Aboriginal culture and history will be great to celebrate our heritage.

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Indigenous-inspired play and garden areas for all to learn from and enjoy
Aboriginal Keeping Place and interactive exhibition at the library
Delivery of an Aboriginal cultural precinct
Organise an 'Open Ballarat' annual event to foster interest in Ballarat's heritage buildings.
The Heritage Festival should have more historical exhibitions - temporary poster pillars in the Sturt St Gardens with historical photos plus audio recordings/stories of past figures /buildings/events of significance
A significant memorial, ideally on the site of the Monster meeting of 11 November 1854 to commemorate the Reform League Charter, which is arguably of greater national significance than the Eureka Stockade which followed
Funding an annual J B Humffray Lecture on the broad topic of Australian Democracy.
A weekend to celebrate and connect with First Nations people and groups in this area - run by First Nations people of this area
Indigenous food plant garden and nursery in Botanic Gardens precinct
Reinforcement of the Heritage Overlay
Establish a Museum of The Frontier Wars Keeping Place
Aboriginal Art Gallery
Map and create an assets register of sites of cultural significance (e.g. Aboriginal, mining, transport, agricultural heritage) within the municipality - scar trees, water races, sluice areas etc. especially in the forests around Ballarat
Develop heritage walks around Ballarat East
Create informative and interesting, well signposted and very visible history plaques for unique Ballarat areas, streets and buildings in heritage areas
Develop and research a number of history trails through Ballarat heritage areas, with easily visible and interesting signage and information
Recognition and education around cultural practices in water, fire and agriculture pertinent to this area.
Research sacred sites and honour the findings
Market a free map of the language groups of Indigenous people in the areas surrounding Ballarat
Take a look at buildings that may not be heritage listed but still have value and promote a scheme that doesn't heritage list them, but rather recognises their inherent value and encourages restoration. Whilst we don't heritage-list districts, and rightly concentrate on individual buildings of distinct value, there is nevertheless much value in making an area look really nice.
Host 'underground the city' tours
Reduce new builds in areas with heritage buildings
Indigenous interpretation of Lake Wendouree and the wetlands area
Commence a program of undergrounding ALL powerlines in the CBD quadrant - the heritage area bounded by Eyre St and Mair Street
A keeping place/ living cultural experience within the library structure to store and have on display local Aboriginal artefacts

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Appendix Q – Project ideas: Council operations

Prioritizing local jobs and local contractors in any Council tendering with a 30% loading - Businesses must be registered in the Ballarat LGA to qualify
Advocate for better bus services
Advocate for high speed rail
Reduce commercial rates to encourage owners to preserve our historic buildings.
A Greater Ballarat Biodiversity, Environmental and Sustainability Policy and Plan - to co-ordinate environmental action across all places in the Local Government Area (includes urban, semi-rural and rural). It should be written in consultation with existing staff with known expertise, local conservation and sustainability groups, knowledgeable individuals such as FedUni academic staff in conservation and environment and interested members of the public. It should reference and include all neighbouring LGAs so the resulting document reflects and co-ordinates with their policies. Biodiversity should stand at the heart of this policy.
Focus on implementing the recommendations of the Yarrowee River Corridor Masterplan
Finalise the Living Corridors Action Plan and Yarrowee Masterplan (or their equivalent) and build these into the local planning scheme so that they have some impact on development decisions
Divest funds away from banks and superannuation/investment funds that loan money and profit from fossil fuel companies
Use Snap Send Solve
Divest Councils interest in Mars Stadium (similar to Kardinia Stadium in Geelong) - this is a drain on Council's budget and balance sheet
Implement the Creative City Plan
Develop a youth-run sector of council responsible for arts and events, that would work with but separate to the current arts and events team/s. This could then provide paid opportunities to young creatives and would allow volunteers in Council-led youth programs to utilise their training.
Increased youth representation on Council Advisory and Representative Committees for Council
Strongest enforcement of existing Significant Vegetation and Koala Overlays
Urgent review and strengthening of Ballarat's planning scheme which is not up to meeting key challenges either statutorily or strategically.
Rate relief for new to Ballarat business.
<p>Future development of both infrastructure and services would be best developed based upon system for prioritization. That is not to restrict new infrastructure or services industries, but to align community resources to key priorities. The prioritization could be established from selection criteria (to be determined) which provide optimal economic and social (quality of life) benefit to Ballarat. That business case for each would be based upon established BCC criteria. Selection criteria need to be measurable, for example by:</p> <ul style="list-style-type: none"> • ensuring it meets a pre-determined priority need; • rating how it benefits the health and wellbeing of the Ballarat community; • ensuring it will benefit the wider Victorian economy; • ensuring it is consistent with other BCC objectives; • attracting Federal government grants. <p>And possibly other criteria (to be determined such as) which relate to Ballarat's economic development:</p> <ul style="list-style-type: none"> • will it take advantage and align with a need for specific demand (that is to assist new business or employment in fields where there is a demand such as technology or electronic services; or • will it satisfy an ongoing business opportunity; • will it expose the product or service in another geographic region (say Asia), or form a common interest partnership
Solve traffic congestion and parking issues resulting in less pollution by implementing a Cycling strategy
Ensure Ballarat Council actually employs an Environmental Management Officer and follows through on environmental management plans, including the Koala Management Plan

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Promote repair industries as businesses- upholsterers, painters, plumbers, heritage specialists, stone masons, restorers, antique dealers
Local manufacturing: There needs to be a big campaign about spending better. Buy less. Buy local. Buy quality. Repair. This applies equally to food, wine, textiles, furniture and home furnishings.
Ensure all Council events support local artists.
Financial investment by the City of Ballarat in collection care through the Ballarat Heritage Society to ensure ongoing viable care of our community's cultural heritage
Specific grants funding stream to support local artists to produce temporary and permanent public works.
Help to fast track the planning process for those wanting to open businesses in many of the rundown retail/ industrial sites dotted throughout the community.
Live Music Strategy
A variety of smaller scale events could replace or enhance the schedule of larger events that have posed challenges in this pandemic world.
Less expenditure on Lake Wendouree and more on other gardens and parks within the city area.
Aboriginal employment quota
Reinforcement of the Heritage Overlay
Prioritise mandatory Culturally Responsive Practice training for all councillors and staff at CoB
Planning permits to be vetted by independent heritage committee
Take a look at buildings that may not be heritage listed but still have value and promote a scheme that doesn't heritage list them, but rather recognises their inherent value and encourages restoration. Whilst we don't heritage-list districts, and rightly concentrate on individual buildings of distinct value, there is nevertheless much value in making an area look really nice.
Create a mapped platform which allows community members to use and book community spaces.
Advocate for the Sustainable Subdivisions Framework and promote to local developers, aim for the highest levels of energy efficiency and circular economy principles available within this framework.
Less permits for takeaway food
Encourage our local food producers and access to local healthy food by reducing fees for farm gate sales, supporting farmers markets, community gardens, verge gardens and planting of fruit trees in public spaces
Support community food and gardening projects through the Community Impact Grants program
Expand the Active Ageing program
Become a truly accessible City with active programs for vision impaired, hearing impaired etc. scaled with private sector involvement
Multicultural Festival/Weekend celebration
Councillors to share workspaces with Council Officers
Supporting community and volunteer groups through not just grants but provision of social media and website assistance
Establish a Community Climate Emergency Advisory Group
Set a 2030 negative emissions target for council operations and the community.
Redirect recreational expenditure toward activities that set people up for lifelong healthy habits of exercise and engagement, which may include sports, but which embraces a broader definition of recreation and the benefits thereof.
Clear communication about growing vegetables on verges
Support and hold more sustainable clothes swaps - allow for this type of project in the community grants scheme.
More Council-run drop off spaces for recycling various items i.e. computers, batteries etc.
Elements of the remnant natural environment (vegetation, waterways) need to have much stronger protection through the Ballarat and State planning schemes.
Provide a fast path in planning for eco adaptations and loosen regulations to allow for small scale projects
Encourage resilience by allowing homes to become energy-independent
Recharge stations for e-bikes and scooters

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At least 5% of the Council budget or \$20 per person in the region should go towards improving and increasing pedestrian and cycling infrastructure to increase uptake by improving safety, accessibility and desirability.
Set up a home retrofit and energy advisory service for renovators and new home builders to give people the means by which they can improve the energy performance of their houses in anticipation of compulsory disclosure of energy performance at point of sale, to be introduced in 2024.
Develop Advisory Committees for Environment and Biodiversity, Heritage and Landscape, Disadvantage that would meet bi-annually and identify ways to work together
A 'No Spray Register' for herbicides
A project about disability discrimination, that challenges discrimination and stigma and has positive stories and coverage from peoples with disabilities.
Community music program
Community arts program
Creative writing, poetry and spoken word workshops
Comprehensive environmental plan for Sparrow Ground
Complete the Buninyong Township Plan
Complete Mount Helen Neighbourhood Character Study
Development of an Urban Forest Strategy
Every plan, every strategy, and especially every budget that the Council is preparing for the next 5 critical years, must be viewed through a Climate Emergency lens, as per the 2018 Council declaration.
Take inspiration from the late 2010's example of Ireland, which chose to ensure the ratio of spend for a decade on public and active transport was double the spend on new local roads
Major bus routes run on no longer than 10-minute frequencies
A two-way loop service around the city (perimeter) connecting Wendouree Station via Lucas, DTC, Sebastopol, Buninyong, Mt Helen/Federation University, Canadian, Eureka and Ballarat Station (terminating in the re-purposed Carriage Shed). Direct express routes to the CBD from Regional and Local Activity Centres in Sebastopol, Mt. Clear, Wendouree and Ballarat West and East are the other component of this system. Local services branch out from these neighbourhood transport nodes, which provide shelter and toilet facilities for commuters. Public transport and bikes are given priority at traffic lights over private vehicles. Safe night services are trialled with driverless electric vehicles for full-scale introduction in 2032.
Advocate via peak LG agencies to state and federal governments on the abandonment of single use plastic packaging (including beverages), and on the onus for the recycling of all consumable items at end of useful life, being on the producer, or failing that, the retailer. At least 50% of the costs of kerbside recycling to be recouped back from producers/retailers at point of compulsory buy-back from municipality.
Undertake detailed analysis of the beneficiaries of BCC programs and the subsidies they received. Also look at the community benefits of these programs.
KPIs need to be benchmarked over time and through comparison, and reported longitudinally to show trends over successive years
Before committing to new capital expenditures on single projects of \$2m or more, a published business plan and a benefit/cost analysis is done on the build and operation of the asset for 15 and 25 years, or in rare cases like major drains, up to 100 years, with projects returning a ratio of less than 1 rejected (unless supported by community plebiscite or funding through a special rate applicable to defined beneficiaries), and for all such projects to be published in a register ranking them from highest to lowest public benefit/cost ratio, and these be the projects from which BCC's annual capital works program is drawn.
Analysis of current per capita net expenditure on all council recreational, arts and economic development by programs, by active users/beneficiaries and by age, sex and return on investment to be done at least once every four-year council cycle. Redress any significant imbalances between genders, ages and types of active recreation vs sports. This to be done by the end of 2021, and the remainder of the financial year would allow time for changes in spending priorities and the alteration of user charges to be introduced in stages in the 2022/23 Council Budget and the subsequent two years.
Default rate capping being limited to CPI or less for the foreseeable future.

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<p>Identification of circumstances for special pleading for higher rate increases at least 12 months in advance of them being needed, to allow time for building a case, consideration by residents, and then determination by the Essential Services Commission.</p>
<p>Participation in delivery of services jointly funded by local government and Victorian/Commonwealth government is done on the basis that each party maintains relative recurrent expenditure effort over time. Where such effort is not maintained, BCC will utilise its state and federal peak bodies to advocate for rectification, and failing this, will seriously consider 'gifting' services and associated assets to the other levels of government for them to deliver.</p>
<p>A new policy should spell out the types of things BCC will legitimately use borrowings for. These might include such things as: Borrowing is a legitimate form of funding for new assets, or substantial improvements to existing assets, where the beneficiaries of those assets extend for at least the length of time for which loans are anticipated, most likely a minimum of 15 to 25 years. Under such circumstances, it is unfair for current rate payers to finance such assets, as they are burdened now with paying for something that will benefit others in future, who will not pay for it. During times of low interest rates, and where interest rates are predicted to remain low for several years, as with the pandemic recession currently being experienced, and where the return on investment is clearly established as positive, borrowing could be considered an essential to stimulate a lethargic local economy</p>
<p>The amount spent on asset maintenance should be at least equal to the amount allowed for depreciation and amortisation in the Comprehensive Income Statement, otherwise the maintenance of the asset base, valued at \$1.9b, is eroded as assets are left to run down. This should be funded through council cash, not borrowings.</p>
<p>BCC moving its car fleet to all electric vehicles by 2025 and recommend the best options for its trucks and heavy machinery (electric vs hydrogen) to the next council in 2024.</p>
<p>Urgent review and strengthening of Ballarat's planning scheme which is not up to meeting key challenges either statutorily or strategically. HUL is not an effective planning control to protect heritage, let alone get the sort of new development in and near heritage areas that Ballarat needs. This will take three years of serious effort and come into effect for the next Council, providing clear and strong direction on heritage areas, height limits for medium and high-density infill, and requirements for integration of social housing in all developments.</p>
<p>Negotiate to create an Urban Infill Development Authority with initial joint funding by BCC and the Victorian government which will oversee land acquisition for development consolidation, and preparation of parcels of land for the market to respond to design briefs - to achieve building excellence (aesthetics, energy efficiency, low-carbon innovative materials use)</p>
<p>Reporting of the budget: Expenditure, income and net contribution from council revenues was listed with each service summary. This allows ready comparison of the amount of funds being spent directly from council revenues, and also gives a good indication of gross costs and incomes, and hence the size and relative effort of programs compared to others within the organisation. Consider a supplementary publication to accompany the budget, which provides the detailed information upon which the summary figures are derived. All of these figures must exist in order to compile the gross expenditure and income figures and should not entail significant additional work. It would add substantially to the transparency of the budget and put BCC at the same level as the Victorian and Commonwealth governments, which both publish budget papers providing such details.</p>
<p>Much more transparent evaluation of the benefits and costs of all substantial capital works proposals and a ranking system from the highest to least community benefits from projects. This provides the opportunity to progress down the list, with the approach that they be fully funded by council (either through cash, pledged grants and/or borrowings), and that any subsequent windfall through successful lobbying of the other levels of government, allow the freeing up of previously committed council funds to consider further capital projects as it works down the list. My argument for this is that the priority and benefits to the community of assessed projects do not alter because of a government grant (indeed this can be a diversion). If council has identified its priorities on what delivers the greatest benefit to the community, it should get on with funding and building them</p>
<p>Advocate to state government that fast food outlets should be identified in the planning scheme and require a permit before building</p>
<p>All events and facilities which are funded or managed by council should offer free water, fresh fruit and vegetables and other healthy options, and if they are offering packaged food it should be from local businesses such as We Bar None or SpringHill Farm</p>

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Implement a Citizens' Assembly of Climate
We propose a review of all parks and reserves in Ballarat be conducted to find areas that would be suitable for revegetation.
Complete the development of the Living Corridors Strategic Plan and fully implement its outcomes in particular the protection of the biodiversity assets in the eastern ranges' wildlife or bio link corridor
Completion of the Yarrowee River Master Plan including the inclusion of the additional six southern creeks of the Canadian Creek system into the plan and to begin a substantial implementation of the plan
Complete the implementation of the final stages of the Koala Plan of Management first started in 2008. This would include the implementation of the Koala Plan of Management implementation Committee, koala monitoring, education, koala habitat restoration, street signage and speed limits and koala trained wildlife staff
Develop and implement a "Habitat Tree protection policy and practices" to keep habitat trees within the City of Ballarat safe from damage and removal.
To implement shared walking cycling trails along and connecting the eastern ranges (including Woowookarung Regional Park) with the Canadian Creek Trail. To advocate and support extensions and rerouting of the Goldfields track between Mt Buninyong and Nerrina via the eastern ranges.
Advocate for and support the incorporation of biodiversity important land such as the old Commonwealth Rifle Range into the Woowookarung Regional Park.
Develop a Masterplan for Buninyong Botanical Gardens
Health and wellbeing in contracts, tenders and all policies
Prioritise access for people of all abilities with every new or retrofitted projects
Develop a Productive Gardening Strategy

8.14. TENDER NO PA2306-0843 PROCUREMENT AUSTRALIA CONTRACT

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Jenny Fink - Executive Manager Learning and Community Hubs

PURPOSE

1. To enter into a contract 2306/0843 with Procurement Australia for the supply and delivery of library collections, furniture and equipment.

BACKGROUND

2. The City of Ballarat Libraries have been members of Procurement Australia since 2011 for the supply and delivery of library collections, furniture, and equipment. The City of Ballarat Libraries primarily use procurement Australia for the procurement of library resources for the Ballarat Libraries and the wider Central Highland Libraries Member Councils. In 2019 the City of Ballarat Libraries received notification that the contract was up for renewal and at that time provided an expression of interest letter to confirm that the City of Ballarat would like to participate in the tender process and resultant contract.

KEY MATTERS

3. In 2019 Procurement Australia commenced the process and invited tenders from qualified parties to be part of a panel of providers for the supply and delivery of Library Collections, Furniture, Equipment & Associated Requirements, with the contract commencing 1 July 2021 and ending 30 June 2023 with an option to extend the Deed for a further (2) two periods of up to (1) year each.
4. The purpose of this tender was to provide a panel of suppliers for Members throughout Australia via a public sector compliant tender process. The Tenderers were given the opportunity to tender for any one category or any combination of categories stated within the Specifications.
5. Details of the contract can be found Attachment 1 Member Report.
6. City of Ballarat Libraries will spend approximately \$1,000,000 over the next year on library resources, RFID enabled technology and furniture and equipment.

OFFICER RECOMMENDATION**7. That Council:**

- 7.1 Approve entering into Contract 2306/0843 with Procurement Australia for the supply and delivery of library collections, furniture and equipment scheduled to commence on 1 July 2021 and end on 30 June 2023 with two x one year options to extend.**

ATTACHMENTS

1. Governance Review [8.14.1 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The City of Ballarat Council Plan 2017-2021 states that a goal of the plan is to develop a learning city by delivering targeted programs and projects in libraries. This contract directly supports this goal through collection growth and RFID enabled technological services in our libraries.

COMMUNITY IMPACT

2. The contract outlined in this report supports the delivery of library services to the Ballarat and Regional Victoria communities.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. The contract with Procurement Australia allows for the procurement of e resources as well as physical print resources. A criterion of the contract specifically looked at environmental and supply chain impact.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. The City of Ballarat Libraries contract with Procurement Australia enables the City of Ballarat libraries to provide efficient and effective services to the Central Highlands member councils of Hepburn, Central Goldfields, Moorabool, Ararat, Pyrenees, Southern Grampians and Northern Grampians. The service level agreement with all of these Councils has now been in place for the last 10 years.

FINANCIAL IMPLICATIONS

5. The City of Ballarat receives on average 30% discount in resource purchases through this contract.

LEGAL AND RISK CONSIDERATIONS

6. The contract is reviewed regularly to minimise risk, to date we have had no issues with Procurement Australia. The City of Ballarat libraries deal directly with suppliers through this contract and monitor collection resource quality and supply.

HUMAN RIGHTS CONSIDERATIONS

7. Is it considered that the report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

COMMUNITY CONSULTATION AND ENGAGEMENT

8. Regular consultation is undertaken with member Councils to develop collection profiles for library suppliers to ensure that library collections remain relevant to specific communities.

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GENDER EQUALITY ACT 2020

9. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

10. There are no conflicts of interest that have arisen in the preparation of this report.

OFFICIAL

8.15. ADOPTION OF MAYOR AND COUNCILLOR ALLOWANCES

Division: Executive Unit
Director: Evan King
Author/Position: Cameron Montgomery – Executive Manager Governance and Risk

PURPOSE

1. The purpose of the report is to adopt the Mayor and Councillor Allowances in accordance with section 223 of the *Local Government Act 1989* (the 1989 Act).

BACKGROUND

2. An important reform of the *Local Government Act 2020* (the 2020 Act) is the transfer of responsibilities in determining mayoral, deputy mayoral and councillor allowances to the Victorian Independent Remuneration Tribunal (the Remuneration Tribunal). However, the Minister for Local Government must first request the Tribunal to undertake a review of the allowances and the Minister has not yet made this request.
3. Until such time as the Remuneration Tribunal makes its first determination on allowances, the allowance framework under the 1989 Act, continues to apply.
4. The provisions under section 74 (1) of the 1989 Act, require Council to review and determine the level of allowances payable within 6 months after a general election or by the next 30 June, whichever is later. Any such determination is subject to a community consultation exercise where members of the community can provide any submissions on the review.
5. Local Government Victoria has advised Council's to prepare and complete a review of their allowances under the 1989 Act by 30 June 2021.
6. Section 39 (6) of the 2020 Act provides for this transitional arrangement.

KEY MATTERS

7. On 5 May 2021, Council resolved (R86/21) to commence the review process for the Mayor and Councillor Allowances in accordance with Part 6 of the 1989 Act by giving public notice of its intention to set the Mayor and Councillor Allowances and inviting submissions under section 223 of the 1989 Act.
8. Following from 5 May 2021 Council Meeting, Council invited written submissions from 6 May 2021 to 7 June 2021. An Unscheduled Council meeting was held on 9 June to hear public submissions. A total of two submissions were received, with a copy of each submission provided to Councillors. A summary of each submission is provided as an attachment.
9. The allowance set will remain in effect for the full term of the Council, being 2020-2024, subject to an annual review by the Minister for Local Government or a Determination by the Remuneration Tribunal.

OFFICER RECOMMENDATION

10. That Council:

10.1 Endorse the setting of Mayor and Councillor allowances at the top level 3 which is:

- Mayoral allowance at \$100,434 per annum; and
- Councillor allowance at \$31,444 per annum;
- Plus, an additional 9.5% of the above allowances is payable as an equivalent of the Commonwealth Superannuation Guarantee.

ATTACHMENTS

1. Governance Review [8.15.1 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Mayor and Councillor allowances is a legislative requirement.

COMMUNITY IMPACT

2. There is no community impact for the subject of this report.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. There are no climate emergency and environmental sustainability implications for the subject of this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. There are no economic sustainability implications for the subject of this report.

FINANCIAL IMPLICATIONS

5. The financial implications for the subject of this report are up to \$100,434 for the Mayor's allowance and \$13,123-\$31,444 for the Councillors allowance.

LEGAL AND RISK CONSIDERATIONS

6. In accordance with section 74(1) of the 1989 Act, Councils must review and determine the level of Mayoral and Councillor allowance within six months of the general election of by 30 June, whichever is later.
7. A Mayor or a Deputy Mayor is not entitled to receive an allowance as Councillor that exceeds the amount specified in the relevant *Determinisation of the Victorian Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

HUMAN RIGHTS CONSIDERATIONS

8. It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

COMMUNITY CONSULTATION AND ENGAGEMENT

9. The Mayor and Councillor Allowances are commencing a statutory process in accordance with Part 5 of the 1989 Act, inviting public notice of its intention and inviting submissions under section 223 of the 1989 Act.

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GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general of material interests need to be declared in relation to the matter of this report.

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8.16. ADVISORY COMMITTEES

Division: Executive Unit
Director: Evan King
Author/Position: Sophie Constable – Administration Officer Statutory Compliance

PURPOSE

1. The purpose of this report is to review Council's Advisory Committees by 30 June 2021 in accordance with section 8.1.1(g) of Council's Governance Rules.

BACKGROUND

2. Under the *Local Government Act 2020*, Council is no longer required to establish or formally recognise Advisory Committees as part of a governance framework. Council appreciates the ongoing role that Advisory Committees play in connecting community views and experts with the decision-making processes of Council by way of providing advice to Council and Council officers exercising delegation to make decisions or implement policy. Typically, these committees are comprised of community members and Councillors, sometimes also representatives from community organisations. Certain Advisory Committees are fundamentally a forum to provide input into the development of Council policy and decision making in their areas of focus.
3. Council has recently undertaken a review of current Advisory Committees at the 17 March 2021 briefing to determine which committees are still relevant and essential forums. As Advisory Committees are no longer required under the *Local Government Act 2020*, the options proposed to Council during the review were to either retain, disband or transition the current Advisory Committees to Stakeholder Reference Groups or Internal Working Groups.
4. While many of the Advisory Committees will be retained; Council's Statutory Compliance unit has liaised with the relevant Advisory Committees in relation to either disbanding or transitioning the committee to a Stakeholder Reference Group or Working Group.
5. The Terms of Reference for each Advisory Committee and Stakeholder Reference Group being retained by Council have been updated into a new template to remove sections relating to the *Local Government Act 1989*.
6. The relevant Advisory Committees being transitioned to Stakeholder Reference Groups have also been transferred into updated Terms of Reference templates which stipulate the purpose and objectives for each Stakeholder Reference Group.
7. For the Advisory Committees being transitioned into Internal Working Groups, the previous Terms of Reference will be revoked and there will be no new Terms of Reference adopted as a Internal Working Groups do not require that stipulation.
8. The establishment of these relevant Stakeholder Reference Groups and Internal Working Groups will enable the specific Committees to continue operating but as strategic and consultative forums.

KEY MATTERS

9. Following this review of the Advisory Committees / Groups of Council the below changes are recommended:
 10. Ballarat Aerodrome Advisory Committee:
 - Disband and transition into a Stakeholder Reference Group
 - Updated Terms of Reference have been transferred into Stakeholder Reference Group template to be endorsed
 - Revoke the previously endorsed Terms of Reference for the Ballarat Aerodrome Advisory Committee
 11. Lake Wendouree and Gardens Advisory Committee:
 - Disband and transition to Stakeholder Reference Group
 - Updated Terms of Reference have been transferred into Stakeholder Reference Group template to be endorsed
 - Revoke the previously endorsed Terms of Reference for the Lake Wendouree and Gardens Advisory Committee
 12. Active Transport Working Group:
 - Disband the Working Group and transition into an Internal Working Group focused on Integrated Transport 'Integrated Transport Internal Working Group'
 - Nominate Councillor Representatives
 13. Community Safety Advisory Committee:
 - Disband and transition into an Internal Working Group
 - Revoke the previously endorsed Terms of Reference for the Community Safety Advisory Committee (TOR no longer required for an Internal Working Group)
 14. Ballarat Municipal Observatory Advisory Committee:
 - Disband due to lack of community engagement and meetings
 - Revoke the previously endorsed Terms of Reference for the Ballarat Municipal Observatory Advisory Committee
 15. Lake Learmonth Advisory Committee:
 - Disband due to a lack of community engagement and meetings
 - Revoke the previously endorsed Terms of Reference for the Lake Learmonth Advisory Committee
 16. Child Friendly Ballarat Advisory Committee:
 - Disband due to lack of community engagement and meetings
 - Revoke the previously endorsed Terms of Reference for the Child Friendly Ballarat Advisory Committee
 17. Eureka Centre Advisory Committee:
 - Disband due to no presently active Committee
 - No TOR had been endorsed for the Advisory Committee
 18. Retain the following Advisory Committees and endorse updated Terms of Reference for relevant committees:
 - Ballarat Heritage Advisory Committee
 - Ballarat Regional Soccer Facility Advisory Committee
 - Disability Advisory Committee
-

- Intercultural Advisory Committee
 - Koorie Engagement Action Group Advisory Committee
 - LGBTIQ+ Advisory Committee
 - Ballarat Friends of Ainaro Advisory Committee (*please note the Ballarat Friends of Ainaro Advisory Committee TOR will not need to be updated as it is in the correct template and was endorsed 12 August 2020*)
19. Retain the following Stakeholder Reference Groups and endorse the updated Terms of Reference:
- Ballarat Major Events Precinct Stakeholder Reference Group
 - Tourism Events Stakeholder Reference Group

OFFICER RECOMMENDATION

20. That Council:

20.1 From the date of this resolution, establish the following Stakeholder Reference Groups:

- Ballarat Airport Stakeholder Reference Group
- Lake Wendouree and Gardens Stakeholder Reference Group

20.2 From the date of this resolution, establish the following Internal Working Groups:

- Community Safety Internal Working Group
- Integrated Transport Internal Working Group

20.3 Endorse the Terms of Reference for the listed Stakeholder Reference Groups and Advisory Committees:

- Ballarat Airport Stakeholder Reference Group
- Lake Wendouree and Gardens Stakeholder Reference Group
- Ballarat Major Events Precinct Stakeholder Reference Group
- Tourism Events Stakeholder Reference Group
- Ballarat Heritage Advisory Committee
- Ballarat Regional Soccer Facility Advisory Committee
- Disability Advisory Committee
- Intercultural Advisory Committee
- Koorie Engagement Action Group Advisory Committee
- LGBTIQ+ Advisory Committee

20.4 Endorse the following Councillor Representatives for the following Advisory Committees/Stakeholder Reference Groups/Working Groups:

- Cr Moloney (Mayor) (Chair) and Cr Coates will represent LGBTIQ+ Advisory Committee
- Cr Taylor, Cr Coates and Cr McIntosh will represent the Integrated Transport Internal Working Group

20.5 Disband the following Advisory Committees of Council:

- Ballarat Airport Advisory Committee established on 8 July 2009 (R218/09)
- Lake Wendouree and Gardens Advisory Committee established on 11 February 2009 (R024/09)
- Eureka Centre Advisory Committee established on 11 December 2019 (R325/19)
- Ballarat Municipal Observatory Advisory Committee established in November 1996
- Lake Learmonth Advisory Committee
- Child Friendly Ballarat Advisory Committee
- Community Safety Advisory Committee

20.6 Disband the following Working Group:

- Active Transport Working Group

20.7 Revoke the Terms of Reference (TOR) of the Advisory Committees endorsed by Council listed below:

- Ballarat Airport Advisory Committee TOR endorsed on 8 July 2009 (R218/09)
- Lake Wendouree and Gardens Advisory Committee TOR endorsed on 11 February 2009 (R027/09)
- Ballarat Municipal Advisory Committee TOR endorsed on 21 November 2018 (R341/18)
- Lake Learmonth Advisory Committee TOR
- Child Friendly Ballarat Advisory Committee TOR endorsed on 27 March 2013 (R107/13)
- Community Safety Advisory Committee TOR endorsed on 11 December 2019 (R329/19)
- Ballarat Heritage Advisory Committee TOR endorsed on 31 January 2018 (R15/18)
- Ballarat Regional Soccer Facility Advisory Committee TOR endorsed on 12 June 2019 (R141/19)
- Disability Advisory Committee TOR endorsed on 12 June 2019 (R141/19)
- Intercultural Advisory Committee TOR endorsed on 24 October 2018 (R308/18)
- Koorie Engagement Action Group Advisory Committee TOR endorsed on 12 June 2019 (R141/19)
- Active Transport Working Group TOR endorsed on 22 October 2014 (R370/14)

ATTACHMENTS

1. Governance Review **[8.16.1 - 2 pages]**
2. Draft TOR - Ballarat Airport Stakeholder Reference Group_ **[8.16.2 - 5 pages]**
3. Draft TOR - Lake Wendouree and Gardens Stakeholder Reference Group **[8.16.3 - 6 pages]**
4. Draft TOR - Ballarat Major Events Precinct Stakeholder Reference Group **[8.16.4 - 6 pages]**
5. Draft TOR - Tourism Events Stakeholder Reference Group **[8.16.5 - 6 pages]**
6. Draft TOR - Ballarat Heritage Advisory Committee **[8.16.6 - 7 pages]**
7. Draft TOR - Ballarat Regional Soccer Facility Advisory Committee **[8.16.7 - 6 pages]**
8. Draft TOR - Disability Advisory Committee **[8.16.8 - 6 pages]**
9. Draft TOR - Intercultural Advisory Committee **[8.16.9 - 8 pages]**
10. Draft TOR - Koorie Engagement Action Group Advisory Committee **[8.16.10 - 7 pages]**
11. Draft TOR - LGBTIQA Advisory Committee **[8.16.11 - 6 pages]**

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. In alignment with Councils Governance Rules (section 8.1.1 (g)) Council have undertaken a review of the Advisory Committees which would otherwise sunset after 30 June.

COMMUNITY IMPACT

2. There are no community impact implications identified in this report.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. There are no climate emergency and environmental sustainability implications identified in this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. There are no economic sustainability implications identified in this report.

FINANCIAL IMPLICATIONS

5. There are no financial implications identified in this report.

LEGAL AND RISK CONSIDERATIONS

6. Council will be non-compliant with its Governance Rules if a review of Council's Advisory Committees is not undertaken by 30 June 2021.
7. The Terms of Reference for each Advisory Committee and Stakeholder Reference Group being retained by Council have been updated into a new template to remove sections relating to the *Local Government Act 1989*.

HUMAN RIGHTS CONSIDERATIONS

8. It is considered that the report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

COMMUNITY CONSULTATION AND ENGAGEMENT

9. Council's Statutory Compliance unit has liaised with the relevant Advisory Committees in relation to either disbanding or transitioning the Committee to a Stakeholder Reference Group or Working Group.

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report

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CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general or material interests need to be declared in relation to the report.

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Ballarat Airport Stakeholder Reference Group

Terms of Reference

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DRAFT



1. Background

- 1.1 By this Terms of Reference document, the Ballarat City Council (Council) establishes the Ballarat Aerodrome Stakeholder Reference Group. (Reference Group)
- 1.2 Council recognises the importance of stakeholder consultation in relation to the Ballarat Aerodrome held therein. Council has established this Reference Group as a means of consultation for matters relating to the Ballarat Aerodrome.
- 1.3 The Ballarat Aerodrome is situated 7kms northwest of Ballarat Central in the City of Ballarat and the Ballarat Aerodrome elevation is 1,433ft (437m). The Ballarat Aerodrome is situated on several parcels of land comprising 176ha freehold (owned by Council), 132ha of Crown Land permanently reserved for Ballarat Aerodrome purposes and 67ha of Crown Land which is part of the Ballarat common. This gives a total area of land of 467ha.
- 1.4 This Terms of Reference document sets out the structure and basis on which the Reference Group can function.
- 1.5 This Terms of Reference document is authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Reference Group is established for the purpose of:

- 2.1 Supporting the general operation of the existing Ballarat Aerodrome.

3. Roles and Responsibility

The role of the Reference Group is to:

- 3.1 To act as the primary means of dealing with community interface issues resulting from expanding activities taking place in and around the aerodrome; and
- 3.2 To help establish clearer lines of communication between Council and residents to support future development and operational activities at the aerodrome.
- 3.3 To ensure that operation of the Aerodrome is supported by optimal consultation processes.
- 3.4 To ensure that aerodrome operational procedures reflect an appropriate balance between commercial and community benefit outcomes.
- 3.5 To provide a consultative forum on appropriate forms of community engagement to support proposed developments.
- 3.6 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.



4. Duties and Functions

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

5. Membership

- 5.1 The Ballarat Aerodrome Stakeholder Reference Group will consist of a minimum of [10] members comprising of:
- 5.1.1 three (3) Councillors of Council as invited or required from time to time.
 - 5.1.2 two (2) community members representatives.
 - 5.1.3 two (2) representatives of Ballarat Aerodrome businesses.
 - 5.1.4 two (2) representatives of Ballarat Aerodrome community tenants.
 - 5.1.5 a representative of the Committee for Ballarat (as nominated by the Committee for Ballarat); and
- 5.2. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.
- 5.3. A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.
- 5.4. A Councillor appointed to the Reference Group will be the designated Chairperson of the Group.
- 5.5 Where the Chairperson is absent from a meeting, the other Councillor will chair will chair the meeting, and in the event of their absence, the Reference Group may appoint any member to act as Chairperson for that meeting
- 5.6 Any Councilor can attend the meeting as an observer.

6. Meetings

- 6.1 Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.
- 6.2 The Reference Group shall meet on a quarterly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 6.3 The Chairperson will chair all Reference Group meetings.
- 6.4 The Chairperson is the authorised spokesperson for the Group.
- 6.5 The role of the Council Officer appointed under clause 5.2 includes:
- 6.5.1 maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member;
 - 6.5.2 advising Reference Group members of term completion dates and their eligibility for reappointment as relevant;
 - 6.5.3 acting as the contact point between Council and the Reference Group; and
 - 6.5.4 assisting with meeting the Reference Group's reporting requirements.



- 6.6 A quorum of the Reference Group will be half of the members plus one.

7. Reporting

- 7.1 The Reference Group is responsible for taking proper minutes of all meetings.
- 7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.
- 7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours. (note: this is only if a Councillor attends the meeting)

8. Creation and Dissolution

- 8.1 These Terms of Reference:

8.1.1 come into force immediately the resolution of Council adopting them is made; and

8.1.2 remain in force until Council determines to vary or revoke them.

- 8.2 By these Terms of Reference, the Reference Group:

8.2.1 is established; and

8.2.2 has the responsibilities as set out in this Terms of Reference document.

- 8.3 The Reference Group can be dissolved by resolution of Council.

Dated: [insert date of the Council meeting the ToR was endorsed, after the Council meeting]

Lake Wendouree & Gardens Stakeholder Reference Group

Terms of Reference

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1. Background

- 1.1 By this Terms of Reference document, the Ballarat City Council (Council) establishes the Lake Wendouree and Gardens Stakeholder Reference Group. (Reference Group)
- 1.2 Council recognises the importance of stakeholder consultation in relation to the Lake Wendouree and Gardens Stakeholder References held therein. Council has established this Reference Group as a means of consultation for matters relating to Lake Wendouree and Gardens.
- 1.3 The Reference Group has the functions and responsibilities as set out in this Terms of Reference document. This Terms of Reference document sets out the structure and basis on which the Reference Group can function.
- 1.4 This Terms of Reference document is authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Reference Group is established for the purpose of:

- 2.1 Seeking suitably qualified representatives of the Committee, that can provide a consultative forum to support policies, applications for development and commercial activity, with specific areas of management.
- 2.2 Managing the Precinct in order to preserve and enhance the environmental and cultural values, while providing residents and visitors with quality recreational, educational and cultural experiences with minimum cost to Council's ratepayers while attracting economic stimulus to the region's business.

3. Roles and Responsibility

The role of the Reference Group is to:

- 3.1 Ensure that the cultural, environmental and aesthetic values of the Precinct are maintained and enhanced.
- 3.2 Review applications for commercial licences and make recommendations to Council about their suitability and proposed terms and conditions.
- 3.3 Liaise with interest groups and respond to any other matters that are referred to the Group.
- 3.4 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.

4. Duties and Functions

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

5. Membership

- 5.1 The Lake Wendouree and Gardens Stakeholder Reference Group will consist of a minimum of [8] members comprising of:

5.1.1. Up to three Councillors

5.1.2 Between eight (8) and fourteen (14) external representatives comprising of:

- One representative of the Friends of the Ballarat Botanical Gardens;
 - One representatives of the Ballarat Botanical Gardens Tenants Group;
 - Two representatives of the Lake Wendouree Aquatic Association;
 - One representative from the Ballarat Associated Schools (BAS);
 - One representative of the Tramway Museum;
 - One representative of the Australian Ex-Prisoner Trustees;
 - One representative of the Ballarat Fish Acclimatisation Society (Trout Hatchery) optional; and
 - Up to six community representatives with expertise in fresh water ecology, native fauna management and/or heritage and cultural asset management would be an advantage.
 - Council Officers to assist and advise the Committee when necessary
 - Director, Infrastructure and Environment;
 - Supervisor Lake Wendouree; and
 - Curator, Parks & Nursery
- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.
- 5.4 A Councillor appointed to the Reference Group will be designated the Chairperson of the Group.
- 5.5 When the Chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Reference Group may appoint any member to act as Chairperson for that meeting.

- 5.6 Any Councillor can attend the meeting as an observer

6. Meetings

- 6.1 Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.
- 6.2. The Reference Group shall meet on a quarterly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 6.3. The Chairperson will chair all Reference Group meetings.
- 6.4. The Chairperson is the authorised spokesperson for the Group.
- 6.5. The role of the Council Officer appointed under clause 5.2 includes:
- 6.5.1 Maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member;
 - 6.5.2 Advising Reference Group members of term completion dates and their eligibility for reappointment as relevant;
 - 6.5.3 Acting as the contact point between Council and the Reference Group; and assisting with meeting the Reference Group's reporting requirements.
- 6.2 A quorum of the Reference Group will be half of the members plus one.

7. Reporting

- 7.1 The Reference Group is responsible for taking proper minutes of all meetings.
- 7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.
- 7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours. (Note – this only applies when a Councillor is in attendance.)



8. Creation and Dissolution

8.1. These Terms of Reference:

8.1.1. come into force immediately the resolution of Council adopting them is made;
and

8.1.2. remain in force until Council determines to vary or revoke them.

8.2. By these Terms of Reference, the Reference Group:

8.2.1. is established; and

8.2.2. has the responsibilities as set out in this Terms of Reference document.

8.3. The Reference Group can be dissolved by resolution of Council.

8.4. The Terms of Reference will be reviewed as required.

Dated: *[insert date of the Council meeting the ToR was endorsed, after the Council meeting]*

Ballarat Major Events Precinct Stakeholder Reference Group

Terms of Reference



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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Ballarat Major Events Precinct Stakeholder Reference Group (Reference Group).
- 1.2. Council recognises the importance of stakeholder consultation in relation to the Ballarat Major Events Precinct (BMEP) and events held therein. Council has established this Reference Group as a means of consultation for matters relating to the BMEP.
- 1.2. The Reference Group has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Reference Group can function.
- 1.3. This Terms of Reference document is authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Reference Group is established for the purpose of:

- 2.1 Collaboration between all user groups and local residents;.
- 2.2 Providing a consultative forum to support event planning and event activation that encourages information sharing across all user groups and stakeholders in a timely manner;
- 2.3 Enabling a consultative forum to discuss matters to improve events conducted within the BMEP; and
- 2.4 Advocating for future development of the BMEP in the interests of the local community.

3. Roles and Responsibility

The role of the Stakeholder Reference Group is:

- 3.1 Provide a consultative forum on the activation, planned events and future development of the BMEP.
- 3.2 Participate in discussions at scheduled meetings of the Reference Group;
- 3.3 Support the work of Council in developing partnerships with the wider community and government sector to promote and develop the BMEP.
- 3.4 Provide an avenue to share details of all events within the precinct with the objective of maintaining an up to date BMEP Calendar of events.
- 3.5 Ensure a collaborative approach with Council staff and other stakeholders to



event management issues such as parking and logistics arrangements within BMEP.

- 3.6 Provide input regarding future infrastructure development within BMEP.
- 3.7 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.

4. Duties and Functions

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

5. Membership

5.1 The Reference Group will consist of twelve (12) members comprising of:

One representative from each nominated user group as determined by Council:

- a) North Ballarat Sports Club Football Netball Club
- b) Greater Western Region Rebels – AFL Victoria
- c) Basketball Ballarat
- d) Lake Wendouree FNC
- e) North Ballarat Cricket Club
- f) Lake Wendouree Cricket Club
- g) Wendouree Athletic Club
- h) Ballarat Agricultural Society

5.1.1 The Mayor of the Day and a Councillor appointed by Council from time to time;

5.1.2 2 community members from the surrounding residential area.

Community members will be selected on merit and expertise and appointed as individuals and not as representatives of a group or organisation. The selection will be based on demonstrated skills and experience in the following areas;

5.1.3 Professional and/or community engagement experience;



- 5.1.4 Proven ability to work cooperatively in advisory groups or selection panels.
- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.
- 5.4 A Councillor appointed to the Reference Group will be the designated Chairperson of the Group.
- 5.5 Where the Chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Mayor of the Day may appoint a representative to act as Chairperson for that meeting.
- 5.6 Any Councillor can attend the meeting as an observer.
- 5.7 Appointments to the Reference Group shall be for a period of 12 months.

6. Meetings

- 6.1. Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.
- 6.2. The Reference Group shall meet at minimum on a biannual basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 6.3. The Chairperson will chair all Reference Group meetings when present.
- 6.4. The Chairperson is the authorised spokesperson for the Reference Group.
- 6.5. The role of the Council Officer appointed under clause 6.2 includes:
 - 6.5.1. maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member,
 - 6.5.2. advising Reference Group members of term completion dates and their eligibility for reappointment as relevant,
 - 6.5.3. acting as the contact point between Council and the Reference Group,
 - 6.5.4. assisting with meeting the Reference Group's reporting requirements; and,
 - 6.5.5. sharing information about the Eureka Centre's strategic direction and facilitating the committee's input into relevant strategic and business planning processes.



6.6. A quorum of the Group will be half of the members plus one.

7. Reporting

- 7.1 The Reference Group is responsible for taking proper minutes of all meetings.
- 7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.
- 7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

8. Creation and Dissolution

8.1. These Terms of Reference:

8.1.1. come into force immediately the resolution of Council adopting them is made; and

8.1.2. remain in force until Council determines to vary or revoke them.

8.2. By these Terms of Reference, the Reference Group:

8.2.1. is established; and

8.2.2. has the responsibilities as set out in this Terms of Reference document.

8.3. The Reference Group can be dissolved by resolution of Council.

8.4. The Terms of Reference will be reviewed as required.

Dated: **[insert date of the Council meeting the ToR was endorsed, after the Council meeting]**

Tourism Events Stakeholder Reference Committee

Terms of Reference



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1. Background

- 1.1 By this Terms of Reference document, the Ballarat City Council (Council) establishes the Tourism Events Stakeholder Reference Group (Reference Group).
- 1.2 Council recognises the importance of stakeholder consultation in relation to Tourism Events within the Municipality and has established this Reference Group as a means of consultation for matters relating to Tourism Events.
- 1.3 The Reference Group has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Reference Group can function.
- 1.4 This Terms of Reference document is authorised by a resolution (R85/20) of Council passed on 1 April 2020.

2. Purpose

The Reference committee is established for supporting Council to achieve the objective of the Ballarat Event Strategy 2018 - 2028. More specifically the purpose of the committee is:

- 2.1 Increase commercial sector participation and support of tourism events.
- 2.2 Seek to generate an economic return for the visitor economy from tourism events.
- 2.3 Assist to build Ballarat's profile as a leading destination for events in Australia, focused on building local capacity.
- 2.4 Provide expert guidance to support to review the Ballarat Event Strategy 2018 – 2028.
- 2.5 Use its best endeavours to ensure that events provide greater community participation and outcomes.

3. Roles and Responsibility

The role of the Reference Group is:

- 3.1 Provide a consultative forum for tourism events both scheduled and proposed
- 3.2 Participate in discussions at scheduled meetings of the Reference Group
- 3.3 Support the work of Council in developing partnerships with the wider community, the tourism sector and government sector to promote and develop tourism events.
- 3.4 Provide input to Council regarding future tourism event development through the Event Strategy Review; and.
- 3.5 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a



member of the Group, and not to act in any way that would bring the Council into disrepute.

4. Duties and Functions

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

5. Membership

- 5.1 The Reference Group will consist of 8 members comprising of:

5.1.1. The Mayor of the Day and a Councillor as appointed by Council from time to time;

5.1.2. 3 members from the Victorian visitor economy sector as approved by Council;

5.1.3. 2 members from the Victorian creative sector as approved by Council;

5.1.4. 1 member of the community as approved by Council.

Visitor economy sector members and creative sector members will be selected on merit and expertise and appointed as individuals and not as representatives of a group or organisation. Selection will be based on demonstrated skills and experience in the following areas:

5.1.5. Demonstrated experience in developing and delivering major events including leveraging commercial opportunities.

5.1.6. Some experience in either marketing, governance, visitor experience mapping or trend analysis.

5.1.7 Proven ability to work cooperatively in advisory groups or selection panels.

- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.

- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.

- 5.4 A Councillor appointed to the Reference Group will be the designated Chairperson of the Group.

- 5.5 Where the Chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Mayor of the Day may appoint a representative to act as Chairperson for that meeting.



- 5.6 Any Councillor can attend the meeting as an observer.
- 5.7 Appointments of the Reference Group shall be for a period of 12 months.

6. Meetings

- 6.1 Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.

The Reference Group shall meet on a quarterly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.

- 6.2 The Chairperson will chair all Reference Group meetings.
- 6.3 The Mayor of the Day is the authorised spokesperson for the Reference Group.
- 6.4 The role of the Council Officer appointed under clause 5.2 includes:
 - 6.4.1. maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member;
 - 6.4.2. advising Reference Group members of term completion dates and their eligibility for reappointment as relevant;
 - 6.4.3. acting as the contact point between Council and the Reference Group; and
 - 6.4.4. assisting with meeting the Reference Group's reporting requirements.
- 6.5 A quorum of the Group will be half of the members plus one.

7. Reporting

- 7.1 The Reference Group is responsible for taking proper minutes of all meetings.
- 7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.
- 7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.



8. Creation and Dissolution

8.1 These Terms of Reference:

8.1.1 come into force immediately the resolution of Council adopting them is made; and

8.1.2 remain in force until Council determines to vary or revoke them.

8.2 By these Terms of Reference, the Reference Group:

8.2.1 is established; and

8.2.2 has the responsibilities as set out in this Terms of Reference document.

8.3 The Reference Group can be dissolved by resolution of Council.

8.4. The Terms of Reference will be reviewed as required.

Dated: *[insert date of the Council meeting the ToR was endorsed, after the Council meeting]*

Ballarat Heritage Advisory Committee

Terms of Reference



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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Ballarat Heritage Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The Committee is established by the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Committee is established for the purpose of:

- 2.1 Providing an advocacy platform for Ballarat's citizens, communities, groups, organisations and businesses relating to heritage matters.
- 2.2 To assist Council in the collection and dissemination of information with the aim of sustaining Ballarat's heritage and delivering the heritage plan.

3. Objectives

The objectives of the Committee are:

- 3.1 Provide an advocacy role for heritage matters within the City of Ballarat.
- 3.2 Provide advice and recommendations to Council on policy matters relating to heritage, including not limited to, the Ballarat Planning Scheme.
- 3.3 Provide advice on recommendation for nominations of state, national or international significance.
- 3.4 Provide advice and recommendations on proposals related to heritage (including but not limited to places and collections) when referred or brought to the Committee.
- 3.5 Make recommendations to Council about further work required to document, protect and sustain Ballarat's Heritage.
- 3.6 Liaise with other interest groups and parties as required to fulfill the charter of the Committee.
- 3.7 Assist in the preparation of documents, events and other activities relating to heritage matters.



- 3.8 Assist Council in sourcing external funding opportunities to further heritage matters.
- 3.9 Consider applications for loans and grants under the Ballarat Heritage Restoration Loans Scheme and Council's heritage grants programs and to make recommendations on loans and grant applications to Council as applicable.

4. Roles and Responsibility

- 4.1 The role of the Committee is to:
 - 4.1.1 To have an active role in communicating community views to Council; and
 - 4.1.2 To participate in discussions at bi-monthly meetings.
- 4.2 Exercise Council's powers and carry out Council's duties and functions, in accordance with these Terms of Reference.
- 4.3 Consider applications for loans and grants under the Ballarat Heritage Restoration Loans Scheme and Council's heritage grants programs and to make recommendations on loans and grant applications to Council as applicable.
- 4.4 Provide advice and recommendations on Ballarat's heritage when referred to the Committee by the City of Ballarat Executives.
- 4.5 Make recommendations to Council about further work required to document, protect and sustain Ballarat's Heritage.
- 4.6 Assist Council in sourcing external funding opportunities to further heritage matters.
- 4.7 Liaise with other interest groups and parties as required to fulfil the charter of the Committee.
- 4.8 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Governance Rules.

6. Membership

- 6.1. The Committee will consist of a minimum of eighteen (18) members comprising:
 - 6.1.1 Two (2) Councillors of Council as invited or required from time to time;
 - 6.1.2 Two (2) elected Committee member(s) from the Community. These members will provide advice in accordance with the Committee's Terms of Reference;



6.1.3 Two (2) elected Committee members (15-25 years of age) from the Community. These members will provide advice in accordance with the Committee's Terms of Reference;

6.1.4 Eleven (11) Committee members, one from each of the following member organisations:

- Ballarat Archives Centre (Public Record Office Victoria)
- Ballarat Heritage Watch
- Ballarat Mechanics Institute
- Central Highlands Historical Association
- Commerce Ballarat
- Federation University Australia
- National Trust Victoria, Ballarat Branch
- Real Estate Institute of Victoria, Ballarat Division
- Representative on behalf of the Wathaurung Aboriginal Corporation, trading as Wadawurrung (or other Registered Aboriginal Party)
- Sovereign Hill Museums Association
- Tourism in-house

Each organisation will be invited to nominate its own representative; and

6.1.5 Other members invited or co-opted from time to time.

6.2. Sub committees can include additional representation as required to provide specialist advice in accordance with the Committee's Terms of Reference.

6.3. The two (2) representatives from the community shall be appointed by Council for a three (3) year term and selected via a public notification process. Should a vacancy occur within that timeframe, Council may appoint a replacement for the balance of term.

6.4. The two (2) representatives from the community (15-25 years of age) shall be appointed by Council for a three (3) year term and selected via a notification process to education organisations. Should a vacancy occur within that timeframe, Council may appoint a replacement for the balance of the term.

6.5. Any member of the Committee who fails to attend three (3) consecutive meetings without prior notification shall be deemed to have resigned.

6.6. The Committee has the power to co-opt sub-committees as required and each sub-committee should be chaired by a member of the full Committee.

6.7. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to both the Committee and any sub-committees.

6.7.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.

6.8. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.



- 6.9. Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.10. A Councillor appointed to the Committee will be the designated Chairperson of the Group.
- 6.11. Where the chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Committee may appoint any member to act as Chairperson for that meeting.
- 6.12. Any Councillor can attend the meets of the Committee as an observer.

7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
 - 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet at least every second month as agreed by the Committee from time to time.
- 7.3 The Chairperson is the authorised spokesperson for the Committee.
- 7.4 Council will appoint an Officer to provide support to, and liaise with, the Committee. The Council Officer's role will include:
 - 7.5.1 Maintaining a register of Committee members, their date of appointment, reappointment, and official positions held (if any) as a Committee member;
 - 7.5.2 Advising Committee members of term completion dates and their eligibility for reappointment as relevant;
 - 7.5.3 Acting as the contact point between Council and the Committee; and
 - 7.5.4 Assisting with meeting the Committee's reporting requirements.
- 7.5 A quorum of the Committee will be half of the members plus one.
- 7.6 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.7 Sub committees may be appointed by the Committee and may meet between Committee meetings and as authorised or directed by the Committee.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:



- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
 - 9.1.1 Committee is established
- 9.2 These Terms of Reference
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: [insert date of the Council meeting the ToR was endorsed, after the Council meeting]

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Regional Soccer Facility Advisory Committee

Terms of Reference

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Regional Soccer Facility Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The Ballarat Regional Soccer Facility is located within the Moreshead Park Recreation Reserve, and is the largest soccer precinct in the City, home to the Ballarat District Soccer Association, the National Premier League license holder, including the Ballarat Eureka Strikers. The precinct is made up of several synthetic and turf pitches, including a main show pitch of international standards, with accompanying grandstands and function centre. In addition to being the home of soccer, the precinct and the function centre will be used extensively for community events and functions, hosting major events and attractions and providing the broader sporting community with access to the varied spaces that the precinct offers.
- 1.4. The Committee is responsible for providing advice and recommendations on the management of those lands identified as the Regional Soccer Facility Precinct within Moorshead Park Recreational Reserve.
- 1.5. The Committee the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.6. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Committee is established for the purpose of:

- 2.1 Providing advice and recommendations to ensure that the precinct is managed in a manner that provides access for the highest level of sport (soccer) and that it also provides more general community access when possible. Further, that based on a financially responsible business model the recurrent budget enables ongoing maintenance and renewal within the precinct.

3. Objectives

The objectives of the Committee are:

- 3.1 To provided quality soccer, sporting and health and fitness opportunities for all sections of the Ballarat community.
- 3.2 Provide recommendation to Council regarding priorities and actions in relation to the precinct.

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- 3.3 To provide a broad range of expert advice into the use and development of the facility as a community sport and entertainment precinct.
- 3.4 To ensure facility design and development in soccer reserves are consistent with adopted council strategies, policies and mater plans.

4. Roles and Responsibility

- 4.1 The role of the Committee is:
- 4.1.1 Provide strategic level thinking and advice regarding the Ballarat Regional Soccer Facility that ensures support for soccer across Ballarat community and through the broader region.
- 4.1.2 Assist Council in the long-term use, development and planning of the precinct, including:
- Facility development and forward planning;
 - Sourcing of appropriate funding to achieve facility development and improvement;
 - Asset management;
 - Financial sustainability;
 - Partnership opportunities; and
 - Policy issues with respect to the services.
- 4.1.3 Actively promote a level of collaborative partnerships throughout other sectors of the community.
- 4.1.4 Demonstrate community leadership and promotion of the Committees objectives.
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

6. Membership

- 6.1. The Committee will consist of a minimum of eight (8) members comprising:
- 6.1.1 Two (2) representatives from the Ballarat and District Soccer Association;
- 6.1.2 One (1) representative from the NPL License holder;
- 6.1.3 One (1) representative from the Ballarat Eureka Strikers;

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- 6.1.4 Two (2) Independent Skills Based Representatives; and
- 6.1.5 Two (2) Councillors (one of which is to be the nominated Chairperson).
- 6.2. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
 - 6.2.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.3. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.4. Councillors, other than a Councillor appointed under clause 6.1.5, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 6.5. Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.6. A Councillor appointed under clause 6.1.5 will be the Chairperson of the Committee.
- 6.7. Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee.
- 6.8. If a Chairperson is not appointed under clause 6.6 or 6.7, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 6.9. If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.10. Any Councillor can attend meetings of the Committee as an observer.
- 6.11. All enquirers from the media, relating to the Committee are to be directed to the Director Community Wellbeing or Executive Manager Recreation Services.

7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
 - 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet on a bi-monthly basis or as agreed by the Committee from time to time.
- 7.3 The role of the Council Officer appointed under clause 6.2 includes:
 - 7.3.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions held (if any) as a Committee member;

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- 7.3.2 advising Committee members of terms completion dates and their eligibility for reappointment as relevant;
 - 7.3.3 acting as the contact point between Council and the Committee; and
 - 7.3.4 assisting with meetings the Committee's reporting requirements.
- 7.4 A quorum of the Committee will be half of the members plus one.
- 7.5 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.6 Sub Committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
 - 9.1.1 Committee is established
- 9.2 These Terms of Reference
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: *[insert date of the Council meeting the ToR was endorsed, after the Council meeting]*

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Regional Soccer Facility Advisory Committee | 6

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Disability Advisory Committee

Terms of Reference

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Disability Advisory Committee | 2

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Disability Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The Committee the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Committee is established for the purpose of:

- 2.1 Providing advice to Council and Council Officers on long term strategic and systemic issues that impact on people with disabilities and their participation in community life.

3. Objectives

The objectives of the Committee are:

- 3.1 To be the peak advisory and advocacy body on issues affecting people with disabilities within the Ballarat municipality.
- 3.2 To provide advice to Council Officers on policies, plans and services that impact on people with disabilities.
- 3.3 To advocate to the Community and Council on behalf of people with disabilities.
- 3.4 To contribute to, monitor and review the implementation of Council's Disability Action Plan.
- 3.5 To partner Council in promoting disability awareness and other initiatives that assist access and inclusion and recognise the contributions of people with a disability.

4. Roles and Responsibility

- 4.1. The role of the Committee is:
 - 4.1.1. have an active role in communicating community views to Council.
 - 4.1.2. participate in discussions at meetings.

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- 4.2. Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

6. Membership

- 6.1. The Committee will consist of members comprising of:
 - 6.1.1 Up to twelve (12) members of the community that provide a diverse range of experiences and expertise related to disability; and
 - 6.1.2 One (1) Councillor appointed by Council
- 6.2. The Chief Executive Officer shall appoint two (2) Council Officers to provide administrative support and guidance to the Committee.
 - 6.2.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.3. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.4. Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.5. Councillors, other than a Councillor appointed under clause 6.1.2, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 6.6. A Councillor appointed under clause 6.1.2 will be the Chairperson of the Committee.
- 6.7. If a Chairperson is not appointed under clause 6.6, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 6.8. If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.9. Any Councillor can attend meetings of the Committee as an observer.
- 6.10. Casual vacancies will be filled by application or co-option, at the recommendation of a Committee member and with the endorsement at a Committee meeting. All appointments will be formally made by Council.
- 6.11. An induction session should be held at the first meeting of each year to refresh

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members of their responsibilities.

7. Meetings

7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:

7.1.1 the Committee's discretion, as exercised from time to time; and

7.1.2 Council's Community Consultation and Participation framework.

7.2 The Committee will initially meet on a bi-monthly basis. The Committee shall determine frequency throughout the terms of agreement and meetings shall occur as required or scheduled not less than annually.

7.3 The Chairperson is the authorised spokesperson for the Committee. A member of the Committee may be asked by the Councillor or the Committee to be a spokesperson for a nominated media purpose.

7.4 Council will appoint two (2) staff to provide support to the committee.

The role of the Administration Support Officer will include;

7.4.1 preparing minutes of meetings of the Committee.

The role of the Council Officer will include:

7.4.2 acting as the contact point between Council and the Committee;

7.4.3 assisting with meeting the Committee's reporting requirements;

7.4.4 meeting with the Chairperson to review, approve and prepare the agenda for the bi-monthly meetings;

7.4.5 providing advice and information relevant to the Access and Inclusion Plan, priorities and key issues to the Committee;

7.4.6 coordinating representation of speakers, presenters and consultation for Committee meetings;

7.4.7 maintaining a Register of committee members, their date of appointment, reappointment, and official positions held (if any) as a committee member;

7.4.8 providing appropriate notifications of meetings; and

7.4.9 preparing agendas and other documentation required for members to actively participate on the Committee.

7.5. A quorum of the Committee will be half of the members plus one.

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- 7.6. Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.7. Council will endeavour to provide support to the membership of the Committee to enable members to participate fully. Examples of support include large print, interpreter services etc.
- 7.8. Sub committees may be formed from time to time to research and progress specific issues outside of the standard meeting. Membership of sub committees is at the discretion and availability of the committee members and may involve persons of relevance and expertise outside of the Committee.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
 - 9.1.1 Committee is established
- 9.2 These Terms of Reference
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: **[insert date of the Council meeting the ToR was endorsed, after the Council meeting]**

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Intercultural Advisory Committee

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Intercultural Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The Committee the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Committee is established for the purpose of:

- 2.1 Maintaining dialogue and active partnerships between participating agencies, associations and organisations which share a set of beliefs, attitudes and values that support and celebrate the diversity of our city.
- 2.2 The Committee develops the annual 'All of Us' Calendar and is involved in delivering a series of cultural and interfaith initiatives.
- 2.3 The development of the Cultural Diversity Strategy (**CDS**) 2016-2020 gives an opportunity for this Advisory Committee to assist Council in providing support and advice on key cultural issues in order to carry out the implementation of the Strategy.

3. Objectives

The objectives of the Committee are:

- 3.1 To facilitate support particularly on the basis of equitable access to Council resources.
- 3.2 To be a broad-based representation of community groups.
- 3.3 To provide a forum to articulate issues and needs to ensure better understanding across the community and Council.
- 3.4 To provide a point of contact for Council to consult and be advised by Culturally and Linguistically Diverse (CALD) communities.
- 3.5 To build community cohesiveness, inclusivity, social inclusion and promote harmony.

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4. Roles and Responsibility

- 4.1 The role of the Committee is:
- 4.1.1 To have an active role in communicating community views to Council;
 - 4.1.2. Maintain dialogue and active partnerships between participating agencies, associations and organisations which share a set of beliefs, attitudes and values that support and celebrate the diversity of our city;
 - 4.1.3 Advise council as required on issues relating to the provision and development of strategies and services aimed at Ballarat's multicultural communities;
 - 4.1.4 Recommend to Council, priority actions outlined in the CDS in relation to community harmony and multicultural initiatives;
 - 4.1.5 Provide a forum for discussion and community input on cultural initiatives and issues including Ballarat Sister City activities;
 - 4.1.6 Demonstrate community leadership and active promotion of the Committee's objectives;
 - 4.1.6.1 Wherever possible, at least one Committee member will be in attendance at every City of Ballarat multicultural event.
 - 4.1.7 Assist in the development, annual review and monitoring of CDS;
 - 4.1.8 Act as a conduit for informally relaying information and outcomes from the Committee back to the local community in relation to the Cultural Diversity and community harmony projects, and to promote co-operation between all participating representatives;
 - 4.1.9 Provide support to one multicultural young person to attend leadership training on an annual basis;
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.
- 4.3 Issues relating to settlement services lie outside the scope of this Committee; these however can be directed to the Ballarat Regional Settlement and Advocacy Committee, Ballarat Community Health, the Centre for Multicultural Youth, and the Ballarat Regional Multicultural Council.

5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

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6. Membership

- 6.1. Participation at the Committee shall be open, but not limited to the chairperson or delegated representative of all local CALD Associations, Groups, Community Committees and relevant State Government authorities.
- 6.2. The Committee will consist of a minimum of sixteen (16) members comprising of but not limited to:
 - 6.2.1 One (1) representative appointed by City of Ballarat, being a Council Officer with no voting rights;
 - 6.2.2 At least three (3) representatives from the local CALD Associations, Groups and Community Committees;
 - 6.2.3 Councillors;
 - 6.2.4 Chairpersons, Presidents or representatives from local CALD Associations, Groups and Community Committees;
 - 6.2.5 Representatives from organisations that work with the CALD community;
 - 6.2.6 City of Ballarat Multicultural Ambassador;
 - 6.2.7 Ballarat Regional Multicultural Council;
 - 6.2.8 Ballarat Interfaith Network; and
 - 6.2.9 Centre for Multicultural Youth.
- 6.3. Participation from the above groups shall be based on, but not limited to, holding the position of chairperson, president or representative of an individual local Association, Group, Community committee or relevant State Government authority.
- 6.4. Each independent community member of the Committee should possess at least one of the following skills to a high degree;
 - 6.4.1 accounting;
 - 6.4.2 governance;
 - 6.4.3 auditing;
 - 6.4.4 finance;
 - 6.4.5 government relations;
 - 6.4.6 business;
 - 6.4.7 community engagement;
 - 6.4.8 advocacy;
 - 6.4.9 legal;
 - 6.4.10 media;
 - 6.4.11 ethics;
 - 6.4.12 fundraising;
 - 6.4.13 administration/management;
 - 6.4.14 experience and knowledge of cultural and interfaith issues; or
 - 6.4.15 Aboriginal and Torres Strait Islander language and cultural skills.

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- 6.5. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 6.5.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.6. Council Officers to assist and advise the Committee;
- Coordinator Cultural Diversity
 - Cultural Partnerships Officer
- 6.7. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.8. Councillors, other than a Councillor appointed under clause 6.2.3, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 6.9. Council will revise the membership and voting rights of each Committee member periodically to ensure it reflects an appropriate balance of groups and individuals with strong community links and the specific skills necessary to support the key objectives.
- 6.10. Members will be appointed for a period as designated in the terms of appointment and will be eligible for re-nomination at the expiration of the period of office. Council shall designate terms of appointment so that there is an appropriate balance between continuity of membership and renewal. Re-nomination for membership shall take place in the following manner;
- 6.10.1 Local CALD Associations, Groups and Community Committees shall review their delegate to the Committee and nominate an individual who shall act as an active and engaged representative on the Committee; and
- 6.10.2 All other individual members shall submit an expression of interest form to Council.
- 6.11. A Councillor appointed under clause 6.2.3 will be the Chairperson of the Committee.
- 6.12. Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee
- 6.13. If a Chairperson is not appointed under clause 6.11 or 6.12, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 6.14. If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.15. Any Councillor can attend the meeting as an observer.
- 6.16. Members will be required to attend a minimum of three (3) meetings per calendar year (out of a total of 6).

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- 6.18 Notwithstanding anything contained herein, a Committee member who is absent from three (3) consecutive committee meetings without approval by the Committee shall forfeit their membership.

7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 7.1.1 the Committee's discretion, as exercised from time to time.
 - 7.1.2 Council's Community Consultation and Participation Framework.
- 7.2 The Committee will meet at least six (6) times per year or with such other frequency determines by resolution of Council, or absent such a resolution, with such greater frequency as agreed by the Committee from time to time.
- 7.3 The Chairperson will chair all Committee meetings.
- 7.4 The Chairperson is the authorised spokesperson for the Committee.
- 7.5 The role of the Council Officer appointed under clause 6.5 includes:
- 7.5.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions (if any) held as a Committee member;
 - 7.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;
 - 7.5.3 acting as the contact point between Council and the Committee; and
 - 7.5.4 assisting with meeting the Committee's reporting requirements.
- 7.6 A quorum of the Committee will be half of the members plus one.
- 7.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.8 Any meeting or special meeting of the Committee can be open to members of the public who shall be considered as observers only.
- 7.9 Sub committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

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- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
 - 9.1.1 Committee is established
- 9.2 These Terms of Reference
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: insert date of the Council meeting the ToR was endorsed, after the Council meeting

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Koorie Engagement Action Group Advisory Committee

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Koorie Engagement Action Group (KEAG) Advisory Committee (Committee).
- 1.2. Throughout this TOR and all other KEAG documentation, the term "Koorie" is used to refer to both Aboriginal and Torres Strait Islander people.
- 1.3. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.4. The Unfinished Business Advisory Committee (UBAC) was established in April 2003 as an informal working group to enhance the opportunities for Koorie residents of Ballarat.
- 1.5. Re-launched in 2006, Council established UBAC as an Advisory Committee to Council with fixed membership to be appointed by Council. The re-launch provided Council with an opportunity to confirm its commitment to Aboriginal reconciliation by creating a formal relationship through a reconstituted committee.
- 1.6. Since 2006 there have been some notable achievements including:
 - The 'Welcome to Country' signage project;
 - The Windmill Playground initiative; and
 - Acknowledgement of traditional owners at Council meetings and Civic receptions.
- 1.7. During 2009, Council worked with the local Koorie community on identifying a number of community issues and priorities as part of a Reconciliation Strategy review process. A central theme of the feedback provided was that UBAC was not representative of the local Koorie community and the Committee needed to operate within a different context.
- 1.8. At the UBAC meeting on 16 February 2010, the Committee unanimously endorsed a proposal to re-develop the group as the Koorie Engagement Action Group. The working group remains an Advisory Committee to Council.
- 1.9. The Committee is established by the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.10. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Committee is established for the purpose of:

- 2.1. Continuing the previous work of the UBAC; and
- 2.2. Enhancing the opportunities for Koorie residents of Ballarat to contribute, participate and benefit from Ballarat's community life



3. Objectives

The objectives of the Committee are:

- 3.1. Advise and provide recommendation to the City of Ballarat on matters of engagement for Koorie people in the region (not including cultural heritage issues);
- 3.2. Oversee the implementation of Council's Reconciliation Action Plan 2019-2021;
- 3.3. Enhance and promote understanding within the Ballarat community of Koorie culture, society and heritage;
- 3.4. Identify issues affecting the health and wellbeing of Koorie people and develop responses in collaboration with key partners, agencies and other tiers of government;
- 3.5. Influence change processes in agencies providing services to Koorie people to assist in building cultural sensitivity and service integration that facilitates greater responsiveness to the needs of Koorie people; and
- 3.6. Advocate for and support key elements of the existing current service and support infrastructure in Ballarat for Koorie people.

4. Roles and Responsibility

4.1. The role of the Committee is:

- 4.1.1 Implement Council's "Statement of Commitment";
 - 4.1.2 Facilitate the operation of KEAG and ensure broad representation that provides relevant coverage for the items in these Terms of Reference;
 - 4.1.3 Ensure all Council activities, practices, plans, decisions and strategic directions are undertaken in a way that is responsive and inclusive of Koorie culture, issues and community;
 - 4.1.4 Advocate to other tiers of Government and key bodies and agencies regarding issues impacting on Koorie people living in Ballarat; and
 - 4.1.5 Influence and inform key policy directions of all tiers of Government on Koorie culture and issues relating to the Koorie Community in Ballarat.
- 4.2 The role of the Committee is to:
- 4.2.1 Work collaboratively with other KEAG members and their agencies to seek improved outcomes for Koorie people living in Ballarat;
 - 4.2.2 Increase the Ballarat community's level of awareness of Koorie issues;
 - 4.2.3 Advise and support the Council and broader Ballarat community in the recognition and celebration of Koorie culture;



- 4.2.4 Inform the Council of issues impacting on Koorie people living in Ballarat;
 - 4.2.5 Inform the Council of member agency activities and upcoming opportunities to progress Koorie culture and issues within Ballarat;
 - 4.2.6 Convene monthly meetings; and
 - 4.2.7 Keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.
- 4.3 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

6. Membership

- 6.1. The Committee will consist of a minimum of 10 members comprising:
- 6.1.1 One (1) City of Ballarat Councillor (Co-Chair);
 - 6.1.2 Members from the following fields;
 - Community members;
 - Justice;
 - Education;
 - Cultural Heritage;
 - Arts;
 - Health and/or wellbeing;
 - Registered Aboriginal Party (**RAP**);
 - Local Aboriginal Network;
 - Elders; and
 - Youth (18-26).
- 6.2. The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 6.2.1 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.3. Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.4. Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.5. A Chairperson will be elected at the first meeting of the Committee.



- 6.6. If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.7. Any Councillor can attend the meets of the Committee as an observer.

7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
 - 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet *monthly* as agreed by the Committee from time to time.
- 7.3 A quorum of the Committee will be half of the members plus one.
- 7.4 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.5 Sub committees may be appointed by the Committee and may meet between Committee meetings and as authorised or directed by the Committee.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Statutory Compliance within 48 hours.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
 - 9.1.1 Committee is established
- 9.2 These Terms of Reference
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.



9.3 The Committee must be dissolved by a resolution of Council.

9.4 The Terms of Reference will be reviewed as required.

Dated: *[insert date of the Council meeting the ToR was endorsed, after the Council meeting]*

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LGBTIQA+ Advisory Committee

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the LGBTIQ+ Advisory Committee (Committee).
- 1.2. Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3. The purpose of the Committee is to provide support and advice to Council on access and inclusion for LGBTIQ+ individuals and communities, particularly in relation to Council policies, strategies, services and activities.
- 1.4. The Committee is Council's primary reference group in matters relating to advising on gender and sexuality-inclusive policies, strategies, services and activities.
- 1.5. The Committee is established by the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.6. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Committee is established for the purpose of:

- 2.1 The provision of support and advice on access and inclusion for LGBTIQ+ individuals and communities, particularly in relation to Council policies, strategies, services and activities.
- 2.2 Maintaining dialogue and active partnerships between participating agencies, associations and organisations which share a set of beliefs, attitudes and values that support and celebrate the diversity of our city.

3. Objectives

The objectives of the Committee are:

- 3.1 To provide feedback and advice to Council on its policies, plans and services that impact LGBTIQ+ communities.
- 3.2 To advise Council on how to communicate, engage and consult with LGBTIQ+ communities.
- 3.3 To build community cohesiveness, inclusivity and pride in Ballarat's diversity.

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LGBTIQ+ Advisory Committee | 3

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4. Roles and Responsibility

The role of the Committee is to:

- 4.1 Have an active role in communicating community views to Council.
- 4.2 Advise Council as required on issues relating to the provision and development of strategies and services.
- 4.3 Contribute to and monitor the development and implementation of a Council LGBTIQ+ Inclusion Action Plan.
- 4.4 Provide a forum for discussion and community input on LGBTIQ+ initiatives.
- 4.5 Demonstrate community leadership and active promotion of the Committee's objectives;
- 4.6 Wherever possible, at least one Committee member will be in attendance at every City of Ballarat LGBTIQ+ event.
- 4.7 At least one Councillor, preferably the Committee Chair, will be in attendance at every City of Ballarat LGBTIQ+ event.
- 4.8 Assist in the development, annual review and monitoring of the LGBTIQ+ Action Plan.
- 4.9 Act as a conduit for informally relaying information and outcomes from the Committee back to the local community in relation to LGBTIQ+ projects, and to promote co-operation between all participating representatives.
- 4.10 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.
- 4.11 Committee members are expected to act in the best interests of the broad LGBTIQ+ community.
- 4.12 Issues relating to individual support lie outside the scope of this Committee; individuals requiring this assistance will be directed to the relevant support service.

5. Duties and Functions

- 5.1 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Committee Policy.

6. Membership

- 6.1 Membership of the LGBTIQ+ Advisory Committee will seek to be as reflective as possible in terms of representation of the various groups that form the LGBTIQ+ community. This includes diversity in terms of sexualities, sex and gender identities,

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LGBTIQ+ Advisory Committee | 4

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and also in terms of age, ability, Indigenous status, cultural and linguistic background, education, employment status and geographical area of residence.

- 6.2 Membership of the Committee will be established via a public Expression of Interest process.
- 6.3 Appointments will be made by Council based on the advice given from an interview panel comprised of Council Officers which will include a nominated chairperson, expert and independent.
- 6.4 Committee members will be appointed for a period of two (2) years. A public expression of interest process will be held at the end of the two (2) year term to recruit to the Committee. Existing members may renominate via this process.
- 6.5 Council reserves the right to review membership at any time should the Committee not be functioning adequately to meet its purpose.
- 6.6 The Committee will consist of between ten (10) and twelve (12) members comprising of, but not limited to:
 - 6.6.1 Up to three (3) Councillors, one of whom will be appointed as the Chairperson by resolution of Council
 - 6.6.2 At least one (1) Council Officer. Council officers do not have voting rights.
 - 6.6.3 At least two (2) representatives from local LGBTIQ+ Associations, Groups and Community Committees, who have been nominated by their group.
 - 6.6.4 Up to four (4) representatives from local organisations that work with the LGBTIQ+ community.
 - 6.6.6 Up to two (2) representatives from the local business community.
 - 6.6.7 At least three (3) individuals identifying as LGBTIQ+ with strong community links and the specific skills necessary to support the key objectives.
- 6.7 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 6.8 Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.9 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 6.10 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.11 A Councillor appointed to the Committee will be designated Chairperson of the Group.
- 6.12 Where the Chairperson is absent from the meeting, and in the event of their absence, the Committee may appoint any member to act as Chairperson for that meeting.
- 6.13 Any Councillor can attend the meets of the Committee as an observer.

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7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
 - 7.1.1 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will at a minimum of 6 times a year or as agreed by the Committee from time to time.
- 7.3 A quorum of the Committee will be half of the members plus one.
- 7.4 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.5 Sub committees may be appointed by the Committee and may meet between Committee meetings and as authorised or directed by the Committee.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.2 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
 - 9.1.1 Committee is established
- 9.2 These Terms of Reference
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: *[insert date of the Council meeting the ToR was endorsed, after the Council meeting]*

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8.17. CONTRACTS APPROVAL DELEGATED COMMITTEE MINUTES - 5 MAY AND 19 MAY 2021

Division: Corporate Services
Director: Stephen Bigarelli
Author/Position: Lorraine Sendall – Executive Assistant Director Corporate Services

PURPOSE

1. The purpose of this report is to provide Council with copies of minutes of Council's Contracts Approval Delegated Committee in accordance with the adopted Terms of Reference. At the meetings of these Committees held on 5 May, 2021 and 19 May, 2021 six contracts were approved by the Committee. This report provides a copy of the minutes of these meetings as well as detailing summary information in relation to these Contracts.

BACKGROUND

2. To ensure good governance and transparent decision making, minutes of meetings of the Delegated committees are presented to Council and kept in accordance with the adopted Terms of Reference and Common Seal and Conduct at Meetings Local Law. This report advises that minutes of the Contracts Approval Delegated Committee (the Committee) are attached to this report for the meetings held on 5th and 19th May, 2021.
3. The Committee has been established to more effectively facilitate Council's Capital Works Program. To that end, the Committee has been established and will meet weekly, as required, in order to provide Council Officers with necessary decisions of Council to enable procurement processes to be completed.

KEY MATTERS

4. Local Content

Contract	Awarded to	Value	Outcomes	Local Content Outcome
2020/21-500	Global Turf Projects Pty Ltd	\$345,639.72 (excluding GST)	Alfredton Recreation Reserve Cricket Nets	No
2020/21-497	Shae Enterprises	\$292,593.15 (excluding GST)	Outdoor Dining Activation (Umbrella Sockets and Lm Wind Barriers)	Yes
2020/21-495	Ron Smart Electrical	Schedule of Rates	Electrical Maintenance Services	Yes

2020/21-496	Panel of Suppliers	Schedule of Rates	Electrical Capital Upgrade and New Installation Works	Yes
2020/21-491	Ballarat Excavation and Transport	\$381,870.45 (excluding GST)	Road Reconstruction – Dyte Parade and Gent Street	Yes
2020/21-452	Crowe Australia	\$191,275.00 (excluding GST)	Internal Audit Services	Partial

OFFICER RECOMMENDATION

5. That Council:

5.1 Note, as per the *Local Government Act 2020* Section 66 that this matter is designated confidential.

5.2 Receive the Contracts Approval Delegated Committee minutes of the meeting held on 5th May and 19th May, 2021.

ATTACHMENTS

1. Confirmed Contracts Minutes of meeting held Wednesday 5 May 2021.docx [8.17.1 - 6 pages]
2. Confirmed Contracts Minutes of meeting held Wednesday 19 May 2021.docx [8.17.2 - 9 pages]

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***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

5 May 2021

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 5 MAY 2021 AT 12:30PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Mark Harris
Cr Tracey Hargreaves

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr Stephen Bigarelli (Acting Director Corporate Services)
Ms Lorraine Sendall (Minutes)
Mr Rod Leith (Revenue and Procurement Manager)
Mr Anthony Schreenan (Senior Projects Officer)

APOLOGIES

Nil

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts meeting held on 21 April, 2021 as circulated, be confirmed.

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

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Contracts Special Committee Minutes

5 May, 2021

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5.2 CONTRACT 2020/21-500 ALFREDTON CRICKET NETS (RO NATALIE ROBERTSON / ANTHONY SCHREENAN)	5

5.1 MAV TENDER EC8310-2021 SUPPLY OF NATURAL GAS
(RO – Stephen Bigarelli / Lorraine Sendall)

SUMMARY

1. This report recommended that the Contracts Approval Delegated Committee approves Council joining a committed volume contract with the Municipal Association of Victoria for Natural Gas, both large and small market.

BACKGROUND

2. Council's current Natural Gas Contract concludes on 30 June, 2021 and this report sought to have Council participate in the upcoming tender No EC8310-2021 being conducted by the MAV.

KEY MATTERS

3. Council currently spends approximately \$670k per annum on natural gas for its 31 sites.
4. The evaluation process will be conducted by the MAV in conjunction with the project's energy advisors TTEG, as well as the nominated Tender Evaluation Panel and the MAV will oversee the probity of the process.
5. The process will result in a summary report being forwarded to all participating Councils prior to announcing an outcome.

RESOLUTION

That the Contracts Approval Delegated Committee:

1. **Resolves to authorise the Chief Executive Officer to appoint MAV as its agent for the purpose of joining a committed tender No EC8310-2021 for Natural Gas on its behalf and that the MAV Tender Evaluation Panel will review and accept/reject the tender recommendation on behalf of all participating Councils.**
2. **Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

5.2 CONTRACT 2020/21-500 ALFREDTON CRICKET NETS
(RO – Natalie Robertson / Anthony Schreenan)**SUMMARY**

1. This report recommended that the Contracts Approval Delegated Committee approves Council to enter into a contract for the demolition of the existing cricket nets at the Alfredton Recreation Reserve and the provision for six new cricket net lanes, including one new lane for community use at the Alfredton Reserve for the Ballarat/Redan Cricket Club.

BACKGROUND

2. The Alfredton Recreation Reserve Cricket Nets project are part of a wider development of the Alfredton Recreation Reserve, which in addition to the cricket nets, will deliver:-

Building works:-

- Team meeting and social rooms;
- Female friendly change rooms (Football, Cricket);
- Outdoor undercover viewing area and decking;
- Extra car parking;
- Storage space;
- Precinct fencing;
- Digital scoreboard.

KEY MATTERS

3. Six tender submissions were received, with all being considered as conforming tenders, one of which was a local company.
4. These works are part of an overall funding agreement with Sport and Recreation Victoria, which consists of \$3.7 million in funding and a Council contribution of \$1.1 million.

RESOLUTION**That the Contracts Approval Delegated Committee:**

1. **Resolves to enter into Contract number 2020/21-500 for the provision of Alfredton Recreation Reserve Cricket Nets (six lanes) with Global Turf Projects Pty Ltd for the total tendered price of \$345,639.72 (excluding GST).**
2. **Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

Moved Cr Tracey Hargreaves

Seconded Cr Mark Harris

CARRIED**SECTION 66 MATTERS****RESOLUTION:****That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.**

Moved Cr Mark Harris

Seconded Cr Tracey Hargreaves

CARRIED

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Contracts Special Committee Minutes

5 May, 2021

There being no further business, the Chairperson declared the meeting closed at 12:35pm

Confirmed this 19th day of May, 2021

Cr Ben Taylor

.....
**Cr Ben Taylor
Chairperson**



***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

19 May 2021

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 19 MAY 2021 AT 12:30PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Mark Harris
Cr Tracey Hargreaves

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr Stephen Bigarelli (Acting Director Corporate Services)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Ms Natalie Robertson (Director Development and Growth)
Mr Cameron Montgomery (Executive Manager Safety, Risk and Compliance)
Mr Vaughn Notting (Acting Executive Manager Environment)
Mr Trevor Harris (Procurement Co-ordinator)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Nil

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts meeting held on 5 May, 2021 as circulated, be confirmed.

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

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5.5	CONTRACT 2020/21-452 INTERNAL AUDIT SERVICES (RO EVAN KING / CAMERON MONTGOMERY)	8

5.1 CONTRACT 2020/21-497 OUTDOOR DINING SMALL INFRASTRUCTURE
(RO – Natalie Robertson / David Ash)

SUMMARY

1. This report recommended that the Contracts Approval Delegated Committee approves a contract to supply and install a determined number of umbrella sockets and glass wind barriers across the municipality.

BACKGROUND

2. In response to COVID19, the Victorian Government provided the City of Ballarat \$500,000 to assist local business owners by way of increasing their dining footprints externally to increase patronage leading to financial assistance/gain.
3. The project is fully funded by the State Government.
4. Council's Economic Development Unit conducted an Expressions of Interest process where businesses were offered the opportunity to apply for Footpath Dining infrastructure consisting of Umbrella sockets and glass wind barriers.
5. Council received 71 expressions of interest.

KEY MATTERS

6. Tenderers were requested to submit individual prices for the supply and installation per umbrella socket (Council's nominated) and a per lineal metre cost for their proposed wind barriers.
7. The tender evaluation was based on quality of the tenderers nominated glass wind barriers (umbrella sockets already nominated by Council) and the amount of infrastructure able to be installed for the set budget.

RESOLUTION

8. That the Contracts Approval Delegated Committee:

8.1. Resolve to enter into Contract 2020/21-497 for the provision of Outdoor Dining Activation – Supply/install small infrastructure (61 umbrella sockets and 316 Lm Wind Barriers) with SHAE Enterprises for the total tendered price of \$292,593.15 (excluding GST). The Contract term is for six (6) months (May-Oct 2021).

8.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

5.2 CONTRACT 2020/21-495 ELECTRICAL MAINTENANCE SERVICES
(RO – Bridget Wetherall / John McKenna)**SUMMARY**

1. This report recommended that the Contracts Approval Delegated Committee approves Council to enter into a contract for the provision of Electrical Maintenance Services.

BACKGROUND

2. Council requires qualified companies or individuals with the capacity, professional approach and technical ability to fulfill Council's Building and Facility Management needs with a critical emphasis on quality, delivery and customer service.
3. The type of works forming this maintenance contract would include but not limited to:
 - General electrical repairs and maintenance to Council's facilities to ensure safety and compliance;
 - Emergency response and attendance to site when issues occur including after hours;
 - Repairs and maintenance in relation to data, cabling, fibre etc;
 - Exit and emergency light testing regimes in accordance with relevant standards;
 - RCD testing regimes in accordance with standards;
 - Lighting and external lighting maintenance;
 - General advice in relation to future works, solar knowledge etc;
 - Any other relevant services not mentioned above.

KEY MATTERS

4. The tender was advertised in the Ballarat Times News Group, Council's Website and eProcure from 18 March 2021. The invitation period closed on 7 April 2021 with five tenderers submitting responses.
5. The tender responses were carefully evaluated by the evaluation panel members. Based on the company achieving the lowest VFM score and submitting the most competitively priced schedule of rates, the evaluation panel recommended local provider Ron Smart Electrical be awarded the contract.

RESOLUTION**6. That the Contracts Approval Delegated Committee:**

- 6.1 Resolves to enter into Contract number 2020/21-495 for the provision of Electrical Maintenance Services with Ron Smart Electrical for the schedule of rates provided with the contractor's submission. The contract term is for one (1) year with the provision of two (2) x two (2) year extensions at Council's sole discretion.**
- 6.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

Moved Cr Tracey Hargreaves
Seconded Cr Mark Harris

CARRIED

**5.3 CONTRACT 2020/21-496 ELECTRICAL CAPITAL UPGRADE AND
NEW INSTALLATION WORKS – PANEL OF APPROVED SUPPLIERS**
(RO – Bridget Wetherall / John McKenna)

SUMMARY

1. This report recommended that the Contracts Approval Delegated Committee approves Council to approve a panel of suppliers for electrical installations to carry out minor capital works, new installations and electrical renewal projects to Council assets.

BACKGROUND

2. Council requires qualified companies or individuals with the capacity, professional approach and technical ability to fulfill Council's Building and Facility Management needs with a critical emphasis on quality, delivery and customer service.
3. The type of works forming this maintenance contract would include but not limited to:
 - Minor office renovations / re-fit works;
 - Refurbishment of public facilities and structures;
 - New power connection and metering works;
 - New data, fibre etc installs and upgrades;
 - New electrical installations such as switchboards and other plan and equipment;
 - Emergency lighting, public and external lighting new installs;
 - Any other applicable new electrical works not mentioned above.

KEY MATTERS

4. The tender was advertised in the Ballarat Times News Group, Council's Website and eProcure from 18 March 2021. The invitation period closed on 7 April 2021 with nine tenderers submitting responses.
5. The tender responses were carefully evaluated by the evaluation panel members. The evaluation panel recommended four suitably qualified and experienced local providers to have submitted tenders of the required quality and which achieved the lowest overall VFM scores.

RESOLUTION

That the Contracts Approval Delegated Committee:

- 6.1 Resolves to enter into Contract number 2020/21-496 for the provision of Electrical Capital Upgrade and New Installation Works – Panel of Approved Suppliers with the following companies based on their submitted Schedules of Rates:-**

- **Widgery and Wilson Pty Ltd;**
- **Matthew Walsh Electrical Pty Ltd aft Matthew Walsh Electrical Trust;**
- **T.J. Coutts Pty Ltd;**
- **Rondre Nominees Pty Ltd t/a/ Ron Smart Electrical.**

- 6.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

Moved Cr Mark Harris
Seconded Cr Ben Taylor

CARRIED

**5.4 CONTRACT 2020/21-491 DYTE PARADE AND GENT STREET
ROAD RECONSTRUCTION**
(RO – Bridget Wetherall / Robin Hand)

SUMMARY

1. This report recommended that the Contracts Approval Delegated Committee approves Council to enter into a contract for the provision road reconstruction – Dyte Parade and Gent Street, Ballarat.
2. This project will see the reconstruction of Gent Street (between Oliver Street and Dyte Parade) and Dyte Parade (between Oliver Street and Victoria Street).

BACKGROUND

3. The abovementioned sections of Gent Street and Dyte Parade are local streets in Ballarat East servicing approximately 19 residential properties. These residential properties are currently serviced by an unconstructed gravel road. The intent of this tender is to provide constructed asphalt carriageways to these properties with concrete kerb and channel.
4. The project involves several components of work which were identified during the design stage including the following:
 - Earthworks;
 - Concrete kerb and channel construction;
 - Concrete vehicle bridge construction;
 - Road pavement construction;
 - Asphalt road surfacing;
 - Line marking;
 - Raised pavement markers;
 - Nature strip reinstatement; and
 - Signage and ancillary works.
5. The prioritisation of this project and the extent of works was determined by using a weighted scoring methodology for the road reconstruction. This weighting is based on specific scoring criteria as set out below:-
 - Sustainable Service – Asset Management Plan requirement (whole of life), requirement for urgent treatment, service level falling below intervention levels;
 - Safety – Hazard reduction;
 - Financial Benefit – Reduced costs, return on investment, revenue generation;
 - Hierarchy Level – level of importance in network;
 - Community Benefit – Improved local community equity, promotes sustainable economic benefit for the community, satisfies ratepayer initiative, enhances streetscape amenity.
6. This project was one of many that received high weightings and as such was placed on the 2020/21 Capital Works Program.

KEY MATTERS

7. The tender was advertised in the Ballarat Times News Group, Council's Website and eProcure from 18 March 2021. The invitation period closed on 14 April 2021 with seven tenderers submitting responses. One tender submission was deemed to be non-conforming.

RESOLUTION**8. That the Contracts Approval Delegated Committee:**

8.1 Resolves to enter into Contract number 2020/21-491 for the provision of Road Reconstruction – Dyte Parade and Gent Street, Ballarat with Ballarat Excavation and Transport for the total tendered price of \$381,870.45 (excluding GST).

8.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

Moved Cr Mar Harris
Seconded Cr Tracey Hargreaves

CARRIED

5.5 CONTRACT 2020/21-452 INTERNAL AUDIT SERVICES
(RO – Evan King / Cameron Montgomery)

SUMMARY

1. This report recommended that the Contracts Approval Delegated Committee approves Council to enter into a contract for the provision of Internal Audit Services.

BACKGROUND

2. Council's current contract for its Internal Audit Services concludes on 30 June 2021
 - benefit for the community, satisfies ratepayer initiative, enhances streetscape amenity.

KEY MATTERS

3. The tender was advertised in the Ballarat Times News Group, Council's Website and eProcure from 11 March 2021. The invitation period closed on 31 March 2021 with seven tenderers submitting responses.
4. Whilst the value of this contract is within the Chief Executive Officer's financial delegation, this Contract was brought before the Contracts Approval Delegated Committee for the purposes of transparency.

RESOLUTION**5. That the Contracts Approval Delegated Committee:**

5.1 Resolves to enter into Contract number 2020/21-452 for the provision of Internal Audit Services with Findex (Aust) Pty Ltd t/a Crowe Australia for the total tendered price of \$191,275 (excluding GST) for the period of three (3) years commencing 1/7/2021 to 30/6/2024 with the option for Council to extend for two further one-year periods.

5.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

Moved Cr Tracey Hargreaves
Seconded Cr Ben Taylor

CARRIED

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Contracts Special Committee Minutes

19 May, 2021

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.

Moved Cr Mark Harris

Seconded Cr Tracey Hargreaves

CARRIED

There being no further business, the Chairperson declared the meeting closed at 12:40pm

Confirmed this 2nd day of June, 2021

Cr Ben Taylor

.....
**Cr Ben Taylor
Chairperson**

8.18. S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

Division: Executive Unit
Director: Evan King
Author/Position: Sarah Anstis - Statutory Compliance Officer

PURPOSE

1. The purpose of the report is to review and update the S6 Instrument of Delegation, Members of Staff for Council's consideration.

BACKGROUND

2. It is proposed that the Instrument of Delegation be granted to the positions of members of Council staff rather than to the individual staff member. This means that the delegation will still apply to the position should there be a change in personnel or any staff acting in the role.
3. It is imperative that Council staff have the correct delegation for dealing with matters under the current Acts and Regulations.
4. The powers conferred on the Council under some legislative Instruments cannot be delegated through the Chief Executive Officer and must be delegated from Council.

KEY MATTERS

5. The following changes have been made to the last iteration:
 - The position Administration Officer Regulatory Services (AORS) has been added.
 - The position Construction Site Supervisor (CSS) has been removed.
 - The position Coordinator Statutory Planning Operation (CSTPO) has been removed.
 - The position Team Leader Road Safety (TLRS) has been changed to Supervisor Road Safety (SRS).
 - The position Team Leader Sealed Roads (TLSR) has been changed to Supervisor Sealed Roads (SUSR).
 - The position Team Leader Unsealed Roads (TLUR) has been changed to Supervisor Unsealed Roads (SUR).
 - The position Team Leader Pathways and Drainage (TLPD) has been changed to Supervisor Pathways and Drainage (SPD).
 - The position Manager Economic Development (MED) has been changed to Team Leader Economic Development (TLED).

OFFICER RECOMMENDATION

6. That Council:

6.1 Exercise the powers conferred by the legislation referred to in the attached instrument of delegation at Attachment 2, and that:

6.2 They be delegated to members of Council staff, holding, acting in or performing the duties of the officers or positions referred to in the attached Instrument of

Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.

- 6.3 The Instrument comes into force immediately after the Common Seal of Council is affixed to the instrument.**
- 6.4 On the coming into force of the instrument, all previous S6 delegations to members of Council staff are revoked.**
- 6.5 The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that may from time to time adopt.**

ATTACHMENTS

1. Governance Review [8.18.1 - 2 pages]
2. S6 Instrument of Delegation - Members of Staff [8.18.2 - 162 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Instrument of Delegation is a statutory requirement of Council.

COMMUNITY IMPACT

2. There are no community impacts identified for the subject of this report.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. There are no climate emergency and environmental sustainability implications identified for the subject of this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. There are no economic sustainability implications identified for the subject of this report.

FINANCIAL IMPLICATIONS

5. There are no financial implications identified for the subject of this report.

LEGAL AND RISK CONSIDERATIONS

6. The endorsement of the revised S6 Instrument of Delegation ensures that the core operations functions of the Council are not impeded.
7. Council's delegations are constantly maintained and periodically monitored to ensure that appropriated Council officers have the power to carry out their duties lawfully.

HUMAN RIGHTS CONSIDERATIONS

8. It is considered that the report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

COMMUNITY CONSULTATION AND ENGAGEMENT

9. There has been consultation with the relevant managers to ensure the correct delegations have included in the Instrument of Delegation.

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

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CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. No Council Officers who have provided advice in relation to this report have a conflict of interest regarding the matter.

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BALLARAT CITY COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

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Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Abbreviation	Position
AOBS	Administration Officer Building Services
AOEH	Administration Officer Environmental Health
AOGAF	Administration Officer Growth Areas Facilitation
AOLLT	Administration Officer Local Laws and Traffic
AORS	Administration Officer Regulatory Services
AOSC	Administration Officer Statutory Compliance
AOSTP	Administration Officer Statutory Planning
CO	Compliance Officer
CAM	Coordinator Asset Management
CBS	Coordinator Building Services
CCPE	Coordinator Compliance and Parking Enforcement
CEH	Coordinator Environmental Health
CGAF	Coordinator Growth Areas Facilitation

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Abbreviation	Position
CID	Coordinator Infrastructure Delivery
CIT	Coordinator Integrated Transport
CPG	Coordinator Parks and Gardens
CRC	Coordinator Risk and Compliance
CRM	Coordinator Road Maintenance
CSTP	Coordinator Statutory Planning
DCA	Development Contributions Accountant
DCS	Director Corporate Services
DDG	Director Development and Growth
DIE	Director Infrastructure and Environment
EHO	Environmental Health Officer
EMDF	Executive Manager Development Facilitation
EMEG	Executive Manager Economic Growth
EMGR	Executive Manager Governance and Risk
EMI	Executive Manager Infrastructure
EMO	Executive Manager Operations

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Abbreviation	Position
EMPSFM	Executive Manager Property Services and Facilities Management
EMRS	Executive Manager Regulatory Services
HSO	Health Services Officer
LLEO	Local Laws Events Officer
MSTP	Manager Statutory Planning
MSP	Manager Strategic Planning
MBS	Municipal Building Surveyor
Not Applicable	Not Applicable
Not Delegated	Not Delegated
PPSP	Principal Planner Strategic Projects
PSTP	Principal Statutory Planner
PMUR	Project Manager Urban Renewal
POC	Project Officer Compliance
RSSO	Regulatory Services Support Officer
RMCS	Road Maintenance Contract Supervisor
RMS	Road Maintenance Scheduler

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Abbreviation	Position
SASO	Senior Asset Surveillance Officer
SSTP	Senior Statutory Planner
SSP	Senior Strategic Planner
SCO	Statutory Compliance Officer
STP	Statutory Planner
SP	Strategic Planner
SPAO	Strategic Planning Administration Officer
SAO	Subdivision Administration Officer
SO	Subdivision Officer
SASU	Supervisor Asset Surveillance
SPD	Supervisor Pathways and Drainage
SRS	Supervisor Road Safety
SUSR	Supervisor Sealed Roads
SUR	Supervisor Unsealed Roads
TLEG	Team Leader Economic Growth
TLEH	Team Leader Environmental Health

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Abbreviation	Position
TLPSE	Team Leader Parking Services
TLRSATS	Team Leader Regulatory Services Administration/Technical Support
TOBS	Technical Officer Building Services
TOEH	Technical Officer Environmental Health
TSODF	Technical Support Officer Development Facilitation

3. declares that:

3.1 this Instrument of Delegation is authorised by [#insert "a resolution" or "resolutions"#] of Council passed on [#date#] [#add "and [date]", if appropriate#]; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

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The Common Seal of Ballarat City Council)
was affixed by authority of the Council in the)
presence of:)

..... Mayor/Councillor

..... Chief Executive Officer

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Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

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S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	CPG, DIE, EMO, EMPSFM	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	CPG, DIE, EMO, EMPSFM	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	CPG, DIE, EMO, EMPSFM	Where Council is a Class B cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	CPG, DIE, EMO, EMPSFM	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 15(1) and (2)	Power to delegate powers or functions other than those listed	CPG, DIE, EMO, EMPSFM	
s 15(4)	Duty to keep records of delegations	AOSC, CRC, DCS, EMGR, SCO	
s 17(1)	Power to employ any persons necessary	DIE, EMPSFM	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CPG, DIE, EMO, EMPSFM	
s 17(3)	Power to determine the terms and conditions of employment or engagement	DIE, EMPSFM	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19	Power to carry out or permit the carrying out of works	CPG, DIE, EMO, EMPSFM	
s 20(1)	Duty to set aside areas for the interment of human remains	CPG, DIE, EMO, EMPSFM	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CPG, DIE, EMO, EMPSFM	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CPG, DIE, EMO, EMPSFM	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CPG, DIE, EMO, EMPSFM	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CPG, DIE, EMO, EMPSFM	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CPG, DIE, EMO, EMPSFM	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	DCS	Provided the street was constructed pursuant to the Local Government Act 1989
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CPG, DIE, EMO, EMPSFM	Report must contain the particulars listed in s 57(2)

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 59	Duty to keep records for each public cemetery	CPG, DIE, EMO, EMPSFM	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	DIE, EMPSFM	
s 60(2)	Power to charge fees for providing information	DCS	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CPG, DIE, EMO, EMPSFM	
s 64B(d)	Power to permit interments at a reopened cemetery	CPG, DIE, EMO, EMPSFM	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CPG, DIE, EMO, EMPSFM	The application must include the requirements listed in s 66(2)(a)-(d)

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	DIE, EMPSFM	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	CPG, DIE, EMO, EMPSFM	
s 70(2)	Duty to make plans of existing place of interment available to the public	CPG, DIE, EMO, EMPSFM	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CPG, DIE, EMO, EMPSFM	
s 71(2)	Power to dispose of any memorial or other structure removed	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 72(2)	Duty to comply with request received under s 72	CPG, DIE, EMO, EMPSFM	
s 73(1)	Power to grant a right of interment	CPG, DIE, EMO, EMPSFM	
s 73(2)	Power to impose conditions on the right of interment	CPG, DIE, EMO, EMPSFM	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CPG, DIE, EMO, EMPSFM	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	DIE, EMPSFM	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CPG, DIE, EMO, EMPSFM	
s 80(2)	Function of recording transfer of right of interment	CPG, DIE, EMO, EMPSFM	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	DCS	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	DCS	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CPG, DIE, EMO, EMPSFM	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CPG, DIE, EMO, EMPSFM	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CPG, DIE, EMO, EMPSFM	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	DIE, EMPSFM	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	DIE, EMPSFM	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	DIE, EMPSFM	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	DIE, EMPSFM	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	DIE, EMPSFM	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	DIE, EMPSFM	
s.86(5)	duty to provide notification before taking action under s.86(4)	DIE, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	DIE, EMPSFM	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	DIE, EMPSFM	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	DIE, EMPSFM	
s 91(1)	Power to cancel a right of interment in accordance with s 91	DIE, EMPSFM	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CPG, DIE, EMO, EMPSFM	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CPG, DCS, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CPG, DIE, EMO, EMPSFM	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CPG, DIE, EMO, EMPSFM	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CPG, DIE, EMO, EMPSFM	
s 100(1)	Power to require a person to remove memorials or places of interment	DIE, EMPSFM	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	DIE, EMPSFM	
s 100(3)	Power to recover costs of taking action under s 100(2)	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CPG, DIE, EMO, EMPSFM	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	CPG, DIE, EMO, EMPSFM	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CPG, DIE, EMO, EMPSFM	
s 103(1)	Power to require a person to remove a building for ceremonies	CPG, DIE, EMO, EMPSFM	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 103(3)	Power to recover costs of taking action under s 103(2)	CPG, DIE, EMO, EMPSFM	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CPG, DIE, EMO, EMPSFM	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CPG, DIE, EMO, EMPSFM	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	DIE, EMPSFM	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	DIE, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CPG, DIE, EMO, EMPSFM	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	DIE, EMPSFM	
s 108	Power to recover costs and expenses	CPG, DIE, EMO, EMPSFM	
s 109(1)(a)	Power to open, examine and repair a place of interment	DIE, EMPSFM	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	DIE, EMPSFM	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CPG, DIE, EMO, EMPSFM	Where the holder of right of interment or responsible person cannot be found

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	CPG, DIE, EMO, EMPSFM	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CPG, DIE, EMO, EMPSFM	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	DCS	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CPG, DIE, EMO, EMPSFM	
s 112	Power to sell and supply memorials	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CPG, DIE, EMO, EMPSFM	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CPG, DIE, EMO, EMPSFM	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CPG, DIE, EMO, EMPSFM	
s 119	Power to set terms and conditions for interment authorisations	DIE, EMPSFM	
s 131	Function of receiving an application for cremation authorisation	DIE, EMPSFM	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CPG, DIE, EMO, EMPSFM	Subject to s 133(2)

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CPG, DIE, EMO, EMPSFM	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	DIE, EMPSFM	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	DIE, EMPSFM	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	DIE, EMPSFM	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	DIE, EMPSFM	
s 151	Function of receiving applications to inter or cremate body parts	DIE, EMPSFM	

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Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CPG, DIE, EMO, EMPSFM	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CPG, DIE, EMO, EMPSFM	
sch 1 cl 8(8)	Power to regulate own proceedings	CPG, CSS, DIE, EMO, EMPSFM	Subject to cl 8

Domestic Animals Act 1994			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CCPE, DIE, EMRS	Council may delegate this power to a Council authorised officer

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Environment Protection Act 1970			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 53M(3)	Power to require further information	CEH, CSTP, DDG, EHO, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP, TLEH, TOEH	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	CEH, CSTP, DDG, EHO, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP, TLEH, TOEH	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	CEH, EHO, TLEH, TOEH	Refusal must be ratified by Council or it is of no effect

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Environment Protection Act 1970			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 53M(6)	Power to refuse to issue septic tank permit	CEH, DDG, EHO, TLEH, TOEH	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	CEH, EHO, TLEH, TOEH	Refusal must be ratified by Council or it is of no effect

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEH, DDG, EHO, TLEH	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEH, DDG, EHO, TLEH	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for	CEH, DDG, EHO, TLEH	If s 19(1) applies

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process		Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DDG	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEH, EHO, TLEH	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEH, EHO, TLEH	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEH, EHO, TLEH	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEH, EHO, TLEH	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Not Delegated	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	AOBS, AOEH, AOLLT, AORS, CEH,	Where Council is the registration authority

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		EHO, HSO, LLEO, RSSO, TLEH, TLRSATS, TOBS	
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not Delegated	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEH, DDG, EMRS	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEH, TLEH	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEH, TLEH	Where Council is the registration authority

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	Power to register, renew or transfer registration	CEH, DDG, EHO, TLEH	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CEH, EHO, EMRS, TLEH	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 36B	Duty to pay the charge for use of online portal	CEH, EHO, EMRS, TLEH	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	AOBS, AOEH, AOLLT, AORS, CEH, EHO, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS	Where Council is the registration authority

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEH, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	AOBS, AOEH, AOLLT, AORS, CEH, EHO, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEH, DDG, EHO, TLEH	Where Council is the registration authority

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	AOBS, AOEH, AOLLT, AORS, CEH, EHO, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEH, DDG, EHO, TLEH	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEH, DDG, EHO, TLEH	Where Council is the registration authority

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEH, EHO, EMRS, TLEH	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEH, EHO, EMRS, TLEH	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 39A	Power to register, renew or transfer food premises despite minor defects	CEH, DDG, EHO, TLEH	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEH, DDG, EHO, TLEH	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEH, DDG, TLEH	Where Council is the registration authority

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Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 40D(1)	Power to suspend or revoke the registration of food premises	CEH, DDG, TLEH	Where Council is the registration authority
s 40F	Power to cancel registration of food premises	CEH, EHO, EMRS, TLEH	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CEH, EHO, TLEH	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEH, DDG, EHO, TLEH	Where Council is the registration authority
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEH, DDG, EHO, TLEH	Where Council is the registration authority

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Heritage Act 2017			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	DDG, DIE	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Not Delegated	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CSTP, DDG, EMDF, EMEG,	If authorised by the Minister

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		MSP, MSTP, PSTP	
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 4H	Duty to make amendment to Victoria Planning Provisions available	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 4I	Duty to keep Victorian Planning Provisions and other documents available	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSP, SSTP, STP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 8A(5)	Function of receiving notice of the Minister's decision	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CSTP, DDG, EMDF, MSP, MSTP, PSTP	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CSTP, DDG, EMDF, MSP, MSTP, PSTP	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	CSTP, DDG, EMDF, MSP, MSTP, PSTP	
s 12B(1)	Duty to review planning scheme	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 12B(2)	Duty to review planning scheme at direction of Minister	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 17(1)	Duty of giving copy amendment to the planning scheme	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 17(2)	Duty of giving copy s 173 agreement	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SP, SPAO, SSP	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 18	Duty to make amendment etc. available	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SP, SPAO, SSP	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 21(2)	Duty to make submissions available	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 21A(4)	Duty to publish notice	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 22	Duty to consider all submissions	CSTP, DDG, EMDF, EMEG, EMO, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP	
s 26(1)	Power to make report available for inspection	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	



Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 26(2)	Duty to keep report of panel available for inspection	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 27(2)	Power to apply for exemption if panel's report not received	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	
s 28	Duty to notify the Minister if abandoning an amendment	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP, SP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SPAO, SSP, SSTP, STP	
s 30(4)(b)	Duty to provide information in writing upon request	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 32(2)	Duty to give more notice if required	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP	
s 33(1)	Duty to give more notice of changes to an amendment	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SP, SSP	
s 36(2)	Duty to give notice of approval of amendment	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 38(5)	Duty to give notice of revocation of an amendment	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SP, SSP	
s 40(1)	Function of lodging copy of approved amendment	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 41	Duty to make approved amendment available	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	
s 42	Duty to make copy of planning scheme available	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SPAO, SSP, SSTP, STP	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not Applicable	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	DDG, EMDF, EMEG	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	DDG, EMDF, EMEG	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP,	Where Council is a responsible public entity

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SP, SPAO, SSP	
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DDG, EMDF	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	AOGAF, CGAF, DCA, DDG, EMDF	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DDG, EMDF	
s 46GP	Function of receiving a notice under s 46GO	DDG, EMDF	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	AOGAF, CGAF, DCA, DDG, EMDF	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	AOGAF, CGAF, DCA, DDG, EMDF	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DDG, EMDF	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DDG, EMDF	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DDG, EMDF	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	AOGAF, CGAF, DCA, DDG, EMDF	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	AOGAF, CGAF, DCA, DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	AOGAF, CGAF, DCA, DDG, EMDF	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DCS, DDG, EMDF	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DDG, EMDF	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDG, EMDF	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDG, EMDF	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DDG, EMDF	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DDG, EMDF	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	AOGAF, CGAF, DCA, DDG, EMDF	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DDG, EMDF	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	AOGAF, CGAF, DCA, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Function of receiving the monetary component	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	AOGAF, CGAF, DCA, DDG, EMDF	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	AOGAF, CGAF, DCA,	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		DCS, DDG, EMDF	
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	AOGAF, CGAF, DCA, DDG, EMDF	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	AOGAF, CGAF, DCA, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	AOGAF, CGAF, DCA, DDG, EMDF	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	AOGAF, CGAF, DCA, DCS, DDG, EMDF	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	AOGAF, CGAF, DCA, DCS, DDG, EMDF	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP, SSTP, STP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	AOGAF, CGAF, CSTP, DCA, DDG,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, MSTP, PSTP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP	
s 46Q(1)	Duty to keep proper accounts of levies paid	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the	AOGAF, CGAF, CSTP, DCA, DCS,	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	DDG, EMDF, MSTP, PSTP	
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CSTP, DDG, EMDF, MSTP, PSTP	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	AOGAF, CGAF, CSTP, DCA, DDG, EMDF, MSTP, PSTP	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	AOGAF, CGAF, CSTP, DCA, DCS, DDG, EMDF, MSTP, PSTP	
s 46QD	Duty to prepare report and give a report to the Minister	CGAF, DCA, DDG, EMDF	Where Council is a collecting agency or development agency

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CSTP, DDG, EMDF, MSTP, PSTP	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CO, CSTP, DDG, EMDF, MSTP, POC, PSTP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 49(2)	Duty to make register available for inspection	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 50(4)	Duty to amend application	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 50(5)	Power to refuse to amend application	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 50(6)	Duty to make note of amendment to application in register	AOSC, CSTP, DDG, EMDF, MSTP, PSTP, SCO, SO, STP, TSODF	
s 50A(1)	Power to make amendment to application	CSTP, DDG, EMDF, EMEG, MSTP, PMUR, PPSP, PSTP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SAO, SO, SP, SPAO, SSP, SSTP, STP, TSODF	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PMUR, PPSP, PSTP, SO, SP, SPAO, SSP, SSTP, STP, TSODF	
s 50A(4)	Duty to note amendment to application in register	CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 51	Duty to make copy of application available for inspection	CSTP, DDG, EMDF, MSTP, PSTP, SAO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SO, SSTP, STP, TSODF	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	



Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	AOSTP, CSTP, DDG,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 52(3)	Power to give any further notice of an application where appropriate	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 54(1)	Power to require the applicant to provide more information	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CSTP, DDG, EMDF, MSTP, PMUR, PPSP, PSTP, SO, SSTP, STP, TSODF	
s 54(1B)	Duty to specify the lapse date for an application	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 57(5)	Duty to make available for inspection copy of all objections	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CSTP, DDG, EMDF, MSTP, PSTP, SAO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SO, SSTP, STP, TSODF	
s 57A(5)	Power to refuse to amend application	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 57A(6)	Duty to note amendments to application in register	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 57B(1)	Duty to determine whether and to whom notice should be given	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 57C(1)	Duty to give copy of amended application to referral authority	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 58	Duty to consider every application for a permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 58A	Power to request advice from the Planning Application Committee	CSTP, DDG, EMDF, MSTP, PSTP	
s 60	Duty to consider certain matters	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 60(1A)	Duty to consider certain matters	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not Delegated	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Not Delegated	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 62(2)	Power to include other conditions	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	AOSTP, CSTP, DDG, EMDF, MSTP,	This provision applies also to a decision to grant an amendment to a permit - see s 75

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SSTP, STP	
s 64(5)	Duty to give each objector a copy of an exempt decision	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SSTP, STP	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 69(1A)	Function of receiving application for extension of time to complete development	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 69(2)	Power to extend time	AOSTP, CSTP, DDG,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 70	Duty to make copy permit available for inspection	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 71(1)	Power to correct certain mistakes	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 71(2)	Duty to note corrections in register	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 73	Power to decide to grant amendment subject to conditions	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 74	Duty to issue amended permit to applicant if no objectors	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SO, SSTP, STP, TSODF	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SSTP, STP	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SSTP, STP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SAO, SSTP, STP	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	AOSTP, CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 83	Function of being respondent to an appeal	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 83B	Duty to give or publish notice of application for review	CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CSTP, DDG, EMDF, MSTP, PSTP, SO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, STP, TSODF	
s 84AB	Power to agree to confining a review by the Tribunal	AOGAF, CGAF, DCA, DCS, DDG, EMDF, SO, TSODF	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CSTP, DDG, EMDF, MSTP, PSTP, SO, TSODF	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CSTP, DDG, EMDF, MSTP,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SO, SSTP, STP, TSODF	
s 91(2)	Duty to comply with the directions of VCAT	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CSTP, DDG, EMDF, MSTP, PSTP, SO, SSTP, STP, TSODF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 93(2)	Duty to give notice of VCAT order to stop development	CCPE, CSTP, DDG, EMDF, EMRS, MSTP, PSTP, SO, SSTP, STP, TSODF	
s 95(3)	Function of referring certain applications to the Minister	CSTP, DDG, EMDF, MSTP, PSTP	
s 95(4)	Duty to comply with an order or direction	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CSTP, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CSTP, DDG, EMDF, MSTP, PSTP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CSTP, DDG, EMDF, MSP, MSTP, PSTP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CSTP, DDG, EMDF, MSTP, PSTP	
s 96F	Duty to consider the panel's report under s 96E	Not Delegated	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	CSTP, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 96H(3)	Power to give notice in compliance with Minister's direction	CSTP, DDG, EMDF, MSTP, PSTP	
s 96J	Power to issue permit as directed by the Minister	CSTP, DDG, EMDF, MSTP, PSTP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CSTP, DDG, EMDF, MSTP, PSTP	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CO, CSTP, DDG, EMDF, MSTP, POC, PSTP	
s 97C	Power to request Minister to decide the application	DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CSTP, DDG, EMDF, MSTP, PSTP	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CSTP, DDG, EMDF, MSTP, PSTP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CSTP, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CSTP, DDG, EMDF, MSTP, PSTP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CSTP, DDG, EMDF, MSTP, PSTP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 97Q(4)	Duty to comply with directions of VCAT	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CSTP, DDG, EMDF, MSTP, PSTP, SAO, SSTP, STP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CSTP, DDG, EMDF, MSTP, PSTP	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CSTP, DDG, EMDF, MSTP, PSTP	
s 101	Function of receiving claim for expenses in conjunction with claim	CSTP, DDG, EMDF, MSTP, PSTP	
s 103	Power to reject a claim for compensation in certain circumstances	CSTP, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s.107(1)	function of receiving claim for compensation	CSTP, DDG, EMDF, MSTP, PSTP	
s 107(3)	Power to agree to extend time for making claim	CSTP, DDG, EMDF, MSTP, PSTP	
s 114(1)	Power to apply to the VCAT for an enforcement order	CCPE, CSTP, DDG, EMDF, EMRS, MSTP, PSTP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CCPE, CSTP, DDG, EMDF, EMRS, MSTP, PSTP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CCPE, CSTP, DDG, EMDF, EMRS, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 123(1)	Power to carry out work required by enforcement order and recover costs	CCPE, CSTP, DDG, EMDF, EMRS, MSTP, PSTP	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CSTP, DCS, DDG, EMDF, MSTP, PSTP	Except Crown Land
s 129	Function of recovering penalties	CSTP, DCS, DDG, EMDF, MSTP, PSTP	
s 130(5)	Power to allow person served with an infringement notice further time	CCPE, CSTP, DCS, DDG, EMDF, EMRS, MSTP, PSTP	
s 149A(1)	Power to refer a matter to the VCAT for determination	CSTP, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CCPE, CSTP, DDG, EMDF, EMRS, MSTP, PSTP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CSTP, DDG, EMDF, MSTP, PSTP	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CSTP, DDG, EMDF, MSTP, PSTP	
s 171(2)(g)	Power to grant and reserve easements	CSTP, DDG, EMDF, MSTP, PSTP, STP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCS, DDG, EMDF	Where Council is a development agency specified in an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	DCS, DDG, EMDF	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	DCS, DDG, EMDF	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CSTP, DCS, DDG, EMDF, MSTP, PSTP	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DCS, DDG, TLEG	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CSTP, DCS, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CSTP, DCS, DDG, EMDF, MSP, MSTP, PSTP	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSTP, DDG, EMDF, MSTP, PSTP	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSTP, DCS, DDG, EMDF, MSTP, PSTP	
s 178A(1)	Function of receiving application to amend or end an agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178A(5)	Power to propose to amend or end an agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 178C(4)	Function of determining how to give notice under s 178C(2)	CSTP, DDG, EMDF, MSTP, PSTP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP,	If no objections are made under s 178D Must consider matters in s 178B

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SP, SSP, SSTP, STP	
s 178E(2)(c)	Power to refuse to amend or end the agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP,	After considering objections, submissions and matters in s 178B

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SP, SSP, SSTP, STP	
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SSP, SSTP, STP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CSTP, DDG, EMDF, MSP, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178l(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CSTP, DDG, EMDF, EMPSFM, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 179(2)	Duty to make available for inspection copy agreement	CSTP, DDG, EMDF, MSTP, PSTP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CSTP, DDG, EMDF, MSTP, PSTP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CSTP, DDG, EMDF, MSTP, PSTP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CSTP, DDG, EMDF, MSTP, PSTP	
s 182	Power to enforce an agreement	CSTP, DDG, EMDF, EMRS, MSTP, PSTP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CSTP, DDG, EMDF, MSTP, PSTP	



Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	



Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SSP, SSTP, STP	
s 184G(2)	Duty to comply with a direction of the Tribunal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	
s 184G(3)	Duty to give notice as directed by the Tribunal	CSTP, DDG, EMDF, MSP, MSTP, PMUR, PPSP, PSTP, SP, SPAO, SSP, SSTP, STP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 198(1)	Function to receive application for planning certificate	CSTP, DDG, EMDF, MSTP, PSTP, SAO, SSTP, STP	
s 199(1)	Duty to give planning certificate to applicant	CSTP, DDG, EMDF, MSTP, PSTP, SPAO, SSTP, STP	
s 201(1)	Function of receiving application for declaration of underlying zoning	CSTP, DDG, EMDF, MSTP, PSTP, SSTP, STP	
s 201(3)	Duty to make declaration	CSTP, DDG, EMDF, MSTP, PSTP	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CSTP, DDG, EMDF, MSP, MSTP, PMUR,	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PPSP, PSTP, SP, SSP, SSTP, STP	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PPSP, PSTP	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CSTP, DDG, EMDF, MSTP, PSTP	
	Power to give written authorisation in accordance with a provision of a planning scheme	CSTP, DDG, MSTP, PSTP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DDG, EMEG, MSP, PMUR, PPSP	

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Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DDG, EMEG, MSP, PMUR, PPSP	

Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	DIE, EMPSFM	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	DIE, EMPSFM	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier

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Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	DIE, EMPSFM	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	DIE, EMPSFM	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 142D	Function of receiving notice regarding an unregistered rooming house	AOBS, AOEH, AOLLT, AORS, CEH, EHO, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS, TOEH	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	CEH, EMRS, TLEH	

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Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 142G(2)	Power to enter certain information in the Rooming House Register	AOBS, AOEH, AOLLT, AORS, CEH, EHO, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS, TOEH	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	AOBS, AOEH, AOLLT, AORS, CEH, EHO, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS, TOEH	
s 206AZA(2)	Function of receiving written notification	DIE, EMPSFM	Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier

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Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 207ZE(2)	Function of receiving written notification	DIE, EMPSFM	Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	DIE, EMPSFM	
s 317ZDA(2)	Function of receiving written notification	DIE, EMPSFM	
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEH, EHO, EMPSFM, EMRS, TLEH, TOEH	
s 522(1)	Power to give a compliance notice to a person	CBS, CEH, EHO, EMRS, MBS, TLEH, TOEH	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	DIE	

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Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 525(4)	Duty to issue identity card to authorised officers	AOSC, CRC, EMGR, SCO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CBS, CEH, EHO, EMPSFM, EMRS, MBS, TLEH, TOEH	
s 526A(3)	Function of receiving report of inspection	AOEH, AORS, CEH, EHO, HSO, TLEH, TLRATS, TOEH	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CBS, CEH, DDG, EHO, EMPSFM, EMRS, MBS, TLEH, TOEH	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	DDG, DIE, EMDF, EMI, EMO	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	DDG, DIE, EMDF, EMI, EMO	
s 11(9)(b)	Duty to advise Registrar	DDG, DIE, EMDF, EMI, EMO	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DDG, DIE, EMDF, EMI, EMO	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Power to discontinue road or part of a road	DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	DDG, DIE, EMDF, EMI, EMO	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	DDG, DIE, EMDF, EMI, EMO	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	DDG, DIE, EMDF, EMI, EMO	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	DDG, DIE, EMDF, EMI, EMO	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 12(10)	Duty to notify of decision made	DDG, DIE, EMDF, EMI, EMO	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	DDG, DIE, EMDF, EMI, EMO	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CIT, DDG, DIE, EMDF, EMI, EMO	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CAM, CIT, DDG, DIE, EMDF, EMI, EMO	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road	CAM, DDG, DIE, EMDF, EMI, EMO	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	management function of the road authority to the other road authority, utility or provider of public transport		
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CAM, DDG, DIE, EMDF, EMI	
s 15(2)	Duty to include details of arrangement in public roads register	CAM, DDG, DIE, EMDF, EMI	
s 16(7)	Power to enter into an arrangement under s 15	CAM, DDG, DIE, EMDF, EMI	
s 16(8)	Duty to enter details of determination in public roads register	CAM, DDG, DIE, EMDF, EMI	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Duty to register public road in public roads register	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Power to designate ancillary area	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CAM, DDG, DIE, EMDF, EMI	
s 19(4)	Duty to specify details of discontinuance in public roads register	CAM, DDG, DIE, EMDF, EMI	
s 19(5)	Duty to ensure public roads register is available for public inspection	CAM, DDG, DIE, EMDF, EMI	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 21	Function of replying to request for information or advice	CAM, DDG, DIE, EMDF, EMI	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CAM, DDG, DIE, EMDF, EMI	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DIE, EMO	
s 22(5)	Duty to give effect to a direction under s 22	DIE, EMO	
s 40(1)	Duty to inspect, maintain and repair a public road.	CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SPD, SRS, SUR, SUSR	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SPD, SRS, SUR, SUSR	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CAM, CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SASU, SPD, SRS, SUR, SUSR	
s 42(1)	Power to declare a public road as a controlled access road	CAM, DDG, DIE, EMDF, EMI	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CAM, DDG, DIE, EMDF, EMI	Power of coordinating road authority and sch 2 also applies

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CIT, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DDG, DIE, EMDF, EMI, EMO	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	DDG, DIE, EMDF, EMI, EMO	
s 49	Power to develop and publish a road management plan	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 51	Power to determine standards by incorporating the standards in a road management plan	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
s 54(2)	Duty to give notice of proposal to make a road management plan	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
s 54(6)	Power to amend road management plan	CAM, CRC, DDG, DIE,	



Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, EMGR, EMI, EMO	
s 54(7)	Duty to incorporate the amendments into the road management plan	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
s 63(1)	Power to consent to conduct of works on road	CAM, CRM, EMI, EMO, RMCS, RMS, SASU, SPD, SRS, SUR, SUSR	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CAM, CEH, CRM, EMI,	Where Council is the infrastructure manager

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		RMCS, RMS, SASU, SPD, SRS, SUR, SUSR	
s 64(1)	Duty to comply with cl 13 of sch 7	CAM, DDG, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 67(3)	Power to request information	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 68(2)	Power to request information	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CAM, CID, CIT, CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SASU, SPD, SRS, SUR, SUSR, TLPSE	
s 72	Duty to issue an identity card to each authorised officer	AOSC, CRC, DCS, EMGR, SCO	
s 85	Function of receiving report from authorised officer	DDG, DIE, EMDF, EMI	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to keep register re s 85 matters	DDG, DIE, EMDF, EMI	
s 87(1)	Function of receiving complaints	CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SPD, SRS, SUR, SUSR	
s 87(2)	Duty to investigate complaint and provide report	CRM, DCS, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SPD, SRS, SUR, SUSR	
s 112(2)	Power to recover damages in court	DDG, DIE, EMDF, EMI, EMO	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to cause or carry out inspection	CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SPD, SRS, SUR, SUSR	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DDG, DIE, EMDF, EMI, EMO	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CAM, DDG, DIE, EMDF, EMI, EMO, SASU	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CAM, CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SASU,	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SPD, SRS, SUR, SUSR	
s 121(1)	Power to enter into an agreement in respect of works	CAM, DDG, DIE, EMDF, EMI, EMO	
s 122(1)	Power to charge and recover fees	CAM, DDG, DIE, EMDF, EMI, EMO	
s 123(1)	Power to charge for any service	CRM, DCS, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SPD, SRS, SUR, SUSR	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CAM, DDG, DIE, EMDF, EMI	

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not Delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not Delegated	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CAM, DDG, DIE, EMDF, EMI	
sch 2 cl	Duty to publish notice of declaration	CAM, DDG, DIE, EMDF, EMI	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CAM, DDG, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of	CAM, DDG, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	infrastructure or related works on a road or road reserve of any road		
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CAM, CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SPD, SRS, SUR, SUSR	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CAM, DDG, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CAM, DDG, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CAM, DDG, DIE, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CAM, DDG, DIE, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CAM, CRM, DDG, DIE, EMDF, EMI, EMO, RMCS, RMS, SASU, SPD, SRS, SUR, SUSR	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CAM, DDG, DIE, EMDF, EMI, SASU	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CAM, DDG, DIE, EMDF, EMI	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	CAM, DDG, DIE, EMDF, EMI	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority, responsible authority or infrastructure manager

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(5)	Power to consent to proposed works	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	CAM, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch7 cl 19(1)	Power to give notice requiring rectification of works	CAM, DDG, DIE, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CAM, DDG, DIE, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CAM, DDG, DIE, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DDG, DIE, EMDF, EMI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DDG, DIE, EMDF, EMI	Where Council is the responsible road authority

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Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DDG, DIE, EMDF, EMI	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	DDG, DIE, EMDF, EMI	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	DIE, EMPSFM	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DIE, EMPSFM	

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Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	DIE, EMPSFM	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	DIE, EMPSFM	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	DIE, EMPSFM	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	DIE, EMPSFM	
r 30(2)	Power to release cremated human remains to certain persons	DIE, EMPSFM	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	DIE, EMPSFM	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	DIE, EMPSFM	

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Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	DIE, EMPSFM	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	DIE, EMPSFM	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DIE, EMPSFM	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	DIE, EMPSFM	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	DIE, EMPSFM	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	DIE, EMPSFM	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	DIE, EMPSFM	

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Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 40	Power to approve a person to play sport within a public cemetery	DIE, EMPSFM	
r 41(1)	Power to approve fishing and bathing within a public cemetery	DIE, EMPSFM	
r 42(1)	Power to approve hunting within a public cemetery	DIE, EMPSFM	
r 43	Power to approve camping within a public cemetery	DIE, EMPSFM	
r 45(1)	Power to approve the removal of plants within a public cemetery	CPG, DIE, EMPSFM	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CPG, DIE, EMO, EMPSFM	
r 47(3)	Power to approve the use of fire in a public cemetery	DIE, EMPSFM	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CPG, DIE, EMO, EMPSFM	

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Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	CPG, DIE, EMO, EMPSFM	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	CPG, DIE, EMO, EMPSFM	See note above regarding model rules

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Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CPG, DIE, EMO, EMPSFM	See note above regarding model rules

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Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CPG, DIE, EMO, EMPSFM	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	CPG, DIE, EMO, EMPSFM	See note above regarding model rules

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Planning and Environment Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DDG, EMDF, EMEG, MSP, MSTP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CSTP, DDG, EMDF, MSP, MSTP, PSTP, SAO, SP, SSP, SSTP, STP	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CSTP, DDG, EMDF, MSP, MSTP, PSTP, SAO, SP, SSP, SSTP, STP	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	CSTP, DDG, EMDF, EMEG, MSP, MSTP, PSTP, SAO, SP, SSP, SSTP, STP	where Council is not the responsible authority but the relevant land is within Council's municipal district

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Planning and Environment Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DDG, EMDF, EMEG, MSP, MSTP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DDG, EMEG, MSP	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DDG, EMDF, MSTP	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	DDG, EMDF, EMEG, MSP, MSTP	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	CEH, EHO, EMPSFM, TLEH, TOEH	
r 10	Function of receiving application for registration	AOBS, AOEH, AOLLT, AORS, CEH, EHO, EMRS, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS, TOEH	
r 11	Function of receiving application for renewal of registration	DIE, EMPSFM	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEH, EHO, TLEH, TOEH	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEH, EHO, TLEH	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEH, EHO, TLEH, TOEH	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DIE, EMPSFM	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	DIE, EMPSFM	
r 12(4) & (5)	Duty to issue certificate of registration	CEH, EHO, TLEH, TOEH	
r 14(1)	Function of receiving notice of transfer of ownership	AOBS, AOEH, AOLLT, AORS, CEH, EHO, EMRS, HSO, LLEO, RSSO, TLEH, TLRATS, TOBS, TOEH	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 14(3)	Power to determine where notice of transfer is displayed	CEH, EHO, TLEH, TOEH	
r 15(1)	Duty to transfer registration to new caravan park owner	CEH, EHO, TLEH, TOEH	
r 15(2)	Duty to issue a certificate of transfer of registration	CEH, EHO, TLEH, TOEH	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEH, EHO, EMPSFM, TLEH	
r 17	Duty to keep register of caravan parks	CEH, TLEH	
r 18(4)	Power to determine where the emergency contact person's details are displayed	CEH, EHO, TLEH, TOEH	
r 18(6)	Power to determine where certain information is displayed	CEH, EHO, TLEH, TOEH	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEH, EHO, TLEH, TOEH	
r 22(2)	Duty to consult with relevant emergency services agencies	CEH, EHO, TLEH, TOEH	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEH, EHO, TLEH, TOEH	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEH, EHO, TLEH, TOEH	
r 25(3)	Duty to consult with relevant floodplain management authority	CEH, EHO, TLEH, TOEH	
r 26	Duty to have regard to any report of the relevant fire authority	CEH, EHO, TLEH, TOEH	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEH, EHO, TLEH, TOEH	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	AOBS, AOEH, AOLLT, AORS, CBS, CEH, EHO, EMPSFM, EMRS, HSO, LLEO, MBS, RSSO, TLEH, TLRATS, TOBS, TOEH	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CBS, DDG, DIE, EMPSFM, EMRS, MBS	
r 41(4)	Function of receiving installation certificate	CBS, DDG, DIE, EMPSFM, EMRS, MBS	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CBS, DDG, DIE, EMPSFM, EMRS, MBS	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DDG, DIE, EMRS	

Road Management (General) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	

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Road Management (General) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
r 13(1)	Duty to publish notice of amendments to road management plan	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CAM, CRC, DDG, DIE, EMDF, EMGR, EMI, EMO	
r 16(3)	Power to issue permit	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority

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Road Management (General) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 18(1)	Power to give written consent re damage to road	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CAM, DDG, DIE, EMDF, EMI, EMO, SASU	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CAM, DDG, DIE, EMDF, EMI, EMO	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CAM, DDG, DIE, EMDF, EMI, EMO	

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Road Management (Works and Infrastructure) Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	DDG, DIE, EMDF, EMI, EMO	Where Council is the coordinating road authority

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8.19. S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987)

Division: Executive Unit
Director: Evan King
Author/Position: Sarah Anstis - Statutory Compliance Officer

PURPOSE

1. The report is to endorse the S11A Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* for Connor Perrott and Rhianna Cook.
2. The report is also to revoke the S11A Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* for John Ciaverella

BACKGROUND

3. The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, through Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated by the Chief Executive Officer and must be made through a resolution of Council.

KEY MATTERS

4. Connor Perrott holds the position of Manager Statutory Planning and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.
5. Rhianna Cook has been seconded to the position of Compliance Officer and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.
6. At the Council Meeting held on 22 July 2020, Council resolved R181/20 to endorse the authorisation of John Ciavarella under the *Planning and Environment Act 1987*. John Ciavarella is no longer in the position of Manager Statutory Planning and the authorisation requires revocation by Council resolution.

OFFICER RECOMMENDATION

7. That Council:

- 7.1 Exercise the powers conferred by s224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of appointment and authorisation (the instrument), and that
 - a. Connor Perrott and Rhianna Cook be appointed and authorised as set out in the instrument.
 - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.

c. The instrument be sealed.

7.2. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for John Ciavarella (R181/20).

ATTACHMENTS

1. Governance Review [8.19.1 - 2 pages]
2. S11A Authorisation Connor Perrott [8.19.2 - 2 pages]
3. S11A Authorisation Rhianna Cook [8.19.3 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Instrument of Appointments and Authorisations are a statutory requirement of Council.

COMMUNITY IMPACT

2. Council will make the register of authorised officers available on Council's website in accordance with Council's Public Transparency Policy.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. There are no climate emergency and environmental sustainability implications identified for the subject of this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. There are no economic sustainability implications identified for the subject of this report.

FINANCIAL IMPLICATIONS

5. There are no financial implications identified for the subject of this report.

LEGAL AND RISK CONSIDERATIONS

6. It is essential that Council's authorisations are constantly maintained and periodically monitored so that appropriate officers have the power to carry out their duties lawfully. This is a key component in Council meetings, as legislation requires Council to approve authorised officers under the *Planning and Environment Act 1987*.

HUMAN RIGHTS CONSIDERATIONS

7. It is considered that the report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

COMMUNITY CONSULTATION AND ENGAGEMENT

8. There has been consultation with relevant managers and officers to ensure the correct officers have been authorised to complete tasks.
9. The revocation and conferring of authorisations does not require any public consultation, however, Council is required to keep a register of all authorised officers available for public inspection.

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

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CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Ballarat City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

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**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Connor Perrott

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council on [insert date and resolution]

Date:

The Common Seal of Ballarat City Council)
was affixed by authority of the Council in the)
presence of:)

..... Mayor/Councillor

..... Chief Executive Officer

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Ballarat City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

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8.20. OUTSTANDING QUESTION TIME ITEMS

Division: Executive Unit
Director: Evan King
Author/Position: Sarah Anstis - Statutory Compliance Officer

PURPOSE

1. This report provides Council with an update of responses to questions taken on notice and outstanding unanswered questions from public question time.

BACKGROUND

2. The City of Ballarat Governance Rules, section 3.7.1 calls for a standard agenda item at each Council Meeting that reflects unanswered questions from question time.

KEY MATTERS

3. Nil

OFFICER RECOMMENDATION

4. **That Council:**

4.1 Endorse the Outstanding Question Time report.

ATTACHMENTS

1. Outstanding Question Time Items [**8.20.1** - 1 page]
2. QT16/21 - Response to Bob Hartmann [**8.20.2** - 1 page]
3. QT17/21 - Response to Robert Newham [**8.20.3** - 1 page]
4. QT19/21 - Response to Terri Baldwin [**8.20.4** - 2 pages]

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Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
28/04/2021 QT16/21	Closed	Bob Hartmann	Over the past 2.5 years Friends of Canadian Corridor have been reporting to Council on the status of our local Koala population. In March 2020 we requested that Council host their plans of a 'Koala Committee of Implementation' which was adopted in 2008 in which Cr Coates and Cr Hudson expressed their willingness to chair the meeting which has not yet been facilitated. In August 2020 Director Natalie Robertson stated that the Koala plan of management was to be reviewed as part of a living corridors project and that the Friends of Canadian Corridor would be involved in this process. In March 2021 we received notification that the City of Ballarat that the living corridor strategy would be delayed until further notice. We are concerned that there are a number of operational problems to do with the local Koala population that are sadly being neglected. Through this inaction, we are concerned if City of Ballarat is even worried about the Koala population. Is there an update on the Koala Committee of Implementation be established to meet as soon as possible and will the Living Corridors project be reactivated?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth provided a written response (see attached)
28/04/2021 QT17/21	Closed	Robert Newnham	1.Since, the Planning Scheme Amendment C194 stated below amongst other land use implementation strategies, that Council Officers are to "Develop a Local Area Plan for Miners Rest" – is four (4) years not enough time to complete this and have the MRTIP incorporated legally into the Planning Scheme like other work like the Resolution of Council to fast-track the Growth Areas to the North and West of Ballarat to be re-zoned from Farming Zone to Urban Growth Zone without delay? 2.What is the purpose of a Local Area Plan or the Miners Rest Township Plan if it provides no physical implementation mechanisms through the Planning Scheme for the goals it aspires to?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth provided a written response (see attached)
28/04/2021 QT18/21	Open	Rodney Mifsud	1.Do discussions constitute appropriate action by Officers to carry out the Resolutions of Council or rather, should they and/or have they done so as per the legal requirements of the Local Government Act and Planning and Environment Act in writing via a Statutory Process that is able to be documented in Minutes of Council Meetings? 2.Can we be provided with the Victoria Planning Report following the Hearing of Submissions made when the superseded Outline Development Plan stated that it had provided for growth for the next twenty years in Miners Rest?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth to provide a written response
28/04/2021 QT19/21	Closed	Terri Baldwin	1.How have other Local Area Plans such as those contained in Clause 21.10 of the Planning Scheme been incorporated legally into the Planning Scheme in relation to the Health Precinct, Canadian Valley, Dowling Forest, Buntyong Township and Woodmans Hill throughout 1993, 2005, 2006, 2011 and 2015? 2.Why does the correspondence from the CEO and Director Robertson dated 20 April 2021 state that the following work quoted below cannot occur until the Housing Strategy is complete when all of the above in Question 1 was able to occur? "DELWP noted that Ballarat is required to address planning for housing and settlement on a municipal wide basis in order to provide strategic justification for proposals included in the Council resolution, thus informing the application of zones and controls. Without a municipal wide approach to housing and settlement, including evidence-based population forecasts and demand and supply analysis, individual area or township-based plans cannot be implemented. In response to the requirement for Ballarat to have proper and orderly planning, the City of Ballarat has commenced work to develop a housing and settlement strategy for the municipality that will incorporate areas for housing growth and the controls that will apply to manage growth including character, heritage and other constraints."	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth provided a written response (see attached)
28/04/2021 QT20/21	Open	Elissa Hayes	1.Has the Resolution of Council on the 11th December 2019, to seek authorisation from the Minister for Planning been formally prepared, applied for and/or rejected? 2.Where is the written evidence that the Resolution to introduce the MRTIP, LPP, FP, Rezone the GRZ areas of Miners Rest North to NRZ and insert a Schedule to the NRZ varying Clause 54 and 55, have been formally sought and/or rejected in writing?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth to provide a written response

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PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 6 June 2021

Our Ref: NR:kr

Your Ref: QT16/21

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Mr Bob Hartmann

Email: [REDACTED]

Dear Mr Hartmann,

RE: OUTSTANDING QUESTION TIME ITEM – QT16/21

Thank you for your question.

“Over the past 2.5 years Friends of Canadian Corridor have been reporting to Council on the status of our local Koala population. In March 2020 we requested that Council host their plans of a 'Koala Committee of Implementation' which was adopted in 2008 in which Cr Coates and Cr Hudson expressed their willingness to chair the meeting which has not yet been facilitated. In August 2020 Director Natalie Robertson stated that the Koala plan of management was to be reviewed as part of a living corridors project and that the Friends of Canadian Corridor would be involved in this process. In March 2021 we received notification that the City of Ballarat that the living corridor strategy would be delayed until further notice. We are concerned that there are a number of operational problems to do with the local Koala population that are sadly being neglected. Through this inaction, we are concerned if City of Ballarat is even worried about the Koala population. Is there an update on the Koala Committee of Implementation be established to meet as soon as possible and will the Living Corridors project be reactivated?”

I would be pleased to meet with you and discuss your concerns and to further discuss the potential for activation of the Koala Committee of Implementation.

[REDACTED] will be in touch to arrange a suitable time to meet.

Yours sincerely

A handwritten signature in blue ink, appearing to read "N. Robertson".

Natalie Robertson
Director Development and Growth

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 7 June 2021

Our Ref: NR:kr

Your Ref: QT17/21

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Mr Robert Newham

Email: [REDACTED]

Dear Mr Newham,

RE: OUTSTANDING QUESTION TIME ITEM – QT17/21

Thank you for your question.

Once the Township Plan was adopted by Council – the plan was formalised, and the content is there for the Committee, community and Council to use to be proactive in progressing its priorities. Council have pushed forward with several of the initiatives including acquiring the land for the recreational open space and works related to the creek - don't hold back thinking you need to go through the Amendment, Panel etc to use the plan. Most elements of the plan aren't linked to the planning system.

With respect to the planning specific elements of the Township Plan, we have been in discussion with DELWP regarding the Planning Scheme Amendment and are looking to include both the character and zoning proposals contained in the MRTP within a city-wide character and housing strategy that is currently being prepared. This is in response to feedback from DELWP, consideration of planning guidance received from the Minister in respect of character and housing, and our own resource constraints.

We plan to include the adopted MRTP in the city-wide planning scheme amendment to progress the planning components of the Township Plan alongside other Local Area plans rather than as a number of individual amendments. A housing strategy discussion paper for the whole of the city, including Miners Rest will be released for public comment shortly.

The planning matters are progressing well, the plan is adopted and available for your use – and I would encourage you to progress with your advocacy for your local priorities using the Township Plan as a guide and for support in any funding applications you might put forward to the various levels of Government.

Yours sincerely

A handwritten signature in blue ink, appearing to read "N. Robertson".

Natalie Robertson
Director Development and Growth

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Ms Terri Baldwin

Email: [REDACTED]

Date: 7 June 2021

Our Ref: NR:kr

Your Ref: QT19/21

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Dear Ms Baldwin,

RE: OUTSTANDING QUESTION TIME ITEM – QT19/21

Thank you for your questions.

1. How have other Local Area Plans such as those contained in Clause 21.10 of the Planning Scheme been incorporated legally into the Planning Scheme in relation to the Health Precinct, Canadian Valley, Dowling Forest, Buninyong Township and Woodmans Hill throughout 1993, 2005, 2006, 2011 and 2015?

2. Why does the correspondence from the CEO and Director Robertson dated 20 April 2021 state that the following work quoted below cannot occur until the Housing Strategy is complete when all of the above in Question 1 was able to occur?

“DELWP noted that Ballarat is required to address planning for housing and settlement on a municipal wide basis in order to provide strategic justification for proposals included in the Council resolution, thus informing the application of zones and controls. Without a municipal wide approach to housing and settlement, including evidence-based population forecasts and demand and supply analysis, individual area or township-based plans cannot be implemented.

In response to the requirement for Ballarat to have proper and orderly planning, the City of Ballarat has commenced work to develop a housing and settlement strategy for the municipality that will incorporate areas for housing growth and the controls that will apply to manage growth including character, heritage and other constraints.”

Once the Miners Rest Township Plan was adopted by Council – the plan was formalised, and the content is there for the Committee, community and Council to use to be proactive in progressing its priorities. Council have pushed forward with several of the initiatives including acquiring the land for the recreational open space and works related to the creek - don't hold back thinking you need to go through the Amendment, Panel etc to use the plan. Most elements of the plan aren't linked to the planning system.

With respect to the planning specific elements of the Township Plan, we have been in discussion with DELWP regarding the Planning Scheme Amendment and are looking to include both the character and zoning proposals contained in the MRTP within a city-wide character and housing strategy that is currently being prepared. This is in response to feedback from DELWP, consideration of planning guidance received from the Minister in respect of character and housing, and our own resource constraints.

We plan to include the adopted MRTP in the city-wide planning scheme amendment to progress the planning components of the Township Plan alongside other Local Area plans rather than as a number of individual amendments. A housing strategy discussion paper for the whole of the city, including Miners Rest will be released for public comment shortly.

The planning matters are progressing well, the plan is adopted and available for your use – and I would encourage you to progress with your advocacy for your local priorities using the Township Plan as a guide and for support in any funding applications you might put forward to the various levels of Government.

Yours sincerely



Natalie Robertson
Director Development and Growth

9. NOTICE OF MOTION**10. REPORTS FROM COMMITTEES/COUNCILLORS****11. URGENT BUSINESS****12. SECTION 66 (IN CAMERA)****8.9 BALLARAT MECHANICS' INSTITUTE STRATEGIC PARTNERSHIP REQUEST**

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Jenny Fink - Executive Manager Learning and Community Hubs

(confidential information)

8.10 STRATEGIC PARTNERSHIP - SOVEREIGN HILL

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Pete Appleton - Executive Manager Engaged Communities

(confidential information)

8.14. TENDER NO PA2306-0843 PROCUREMENT AUSTRALIA CONTRACT

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Jenny Fink – Executive Manager Learning and Community Hubs

(confidential information)

8.17. CONTRACTS APPROVAL DELEGATED COMMITTEE

Division: Corporate Services
Director: Stephen Bigarelli
Author/Position: Lorraine Sendall - Executive Assistant, Director Corporate Services

(Confidential information)

13. CLOSE